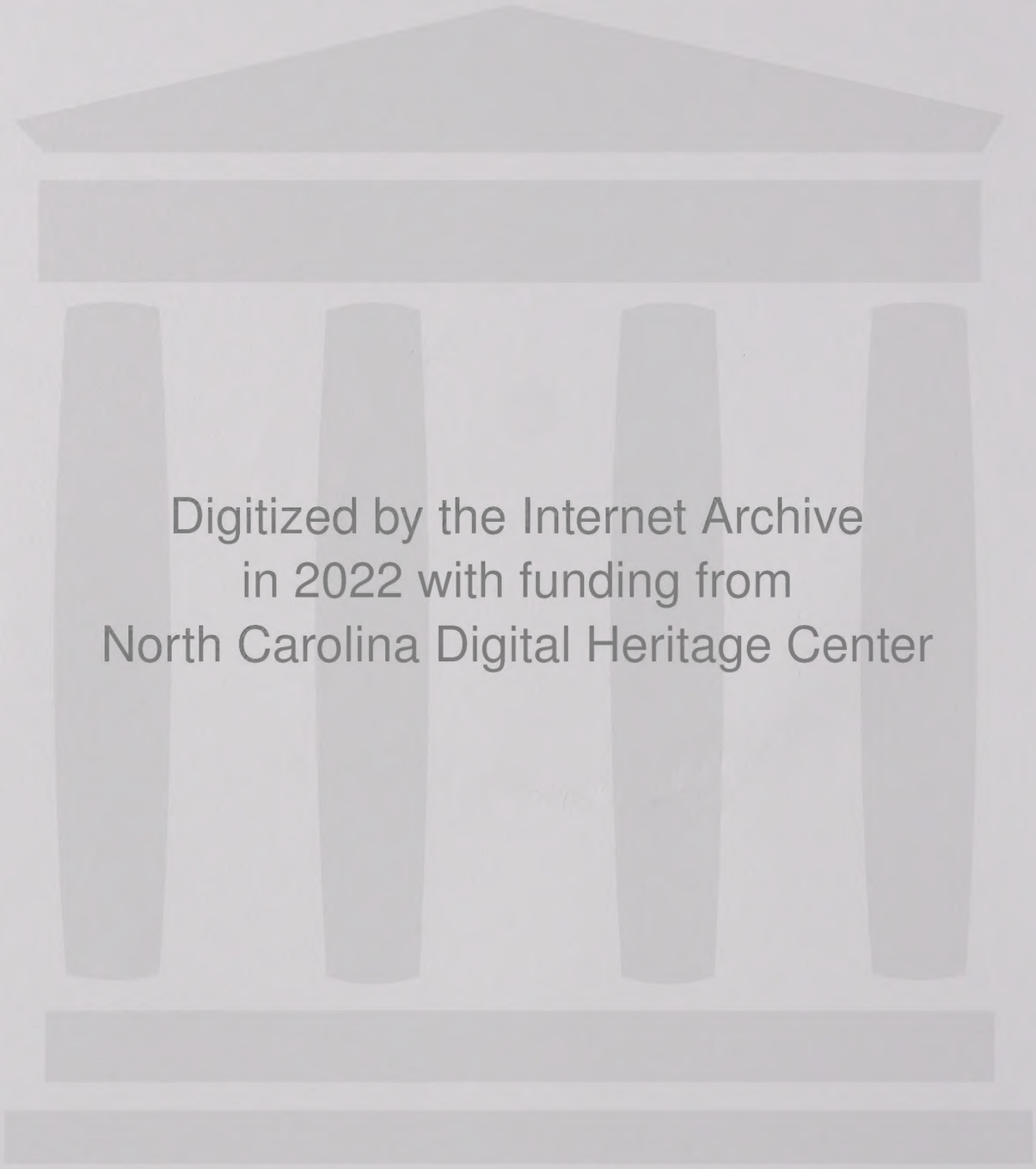
Montgomery Community College

2018 - 2019

Montgomery Community College
1011 Page Street • Troy, NC 27371 • 910-898-9600
www.montgomery.edu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Montgomery Community College
2018-2019 Catalog

Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montgomery Community College.

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of Montgomery Community College, 2) to file a third party comment at the time of the Montgomery Community College decennial review, 3) to file a complaint against Montgomery Community College for significant non-compliance with a standard or requirement.

Normal inquiries about Montgomery Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Montgomery Community College and not to the Commission on Colleges.

2018-2019 GENERAL CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

VISITORS

Visitors to the College are welcome during normal operating hours to attend outside events hosted by the College and to visit the College Library. During normal operating hours, visitors should register at the Information Desk upon arrival on campus. Loitering is strictly prohibited and any individual who does not have a legitimate reason for being on the campus will be excused from campus.

Montgomery Community College
1011 Page Street
Troy, North Carolina 27371
Telephone: 910-898-9600
Fax: 910-576-2176
Web Site: www.montgomery.edu

Montgomery Community College is an equal opportunity institution.

General Information

A Message from the President

Welcome and thank you for your interest in Montgomery Community College.

At Montgomery Community College we are dedicated to supporting students in their pursuit of education. We provide courses and training in a wide variety of topics focused on preparing students for college level work, community interest, transition to four-year colleges and universities, and in workforce training and re-training.

Our commitment to providing quality education is evident in every facet of the college. Montgomery Community College has highly qualified faculty and staff who care about students and are committed to academic success while providing a challenging education in a supportive environment.

Whether your goal is to certify in a technical field, to prepare for further academic studies, to obtain a degree to assist in career development, or to take personal interest courses, Montgomery Community College has opportunities for you to challenge yourself and learn new skills.

Montgomery Community College is the leading source for higher education in Montgomery County. We are a partner in the community and are committed to the betterment of our local citizens as well as those who choose to come to us for education from other areas in the state and nation.

Again, thank you for your interest in Montgomery Community College. Advancing your education is the single and best option to improve your life and provide for your family. We at MCC are proud to support your efforts and look forward to assisting in your educational journey.

Sincerely,

Chad Bledsoe, Ph.D.
President

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2018-2019 Academic Calendar	
Fall Semester 2018	
March 12-23	Fall Advising/Registration/current students
March 26–July 20	Fall Advising/Registration/all students
Aug 9	Late registration for Fall
Aug 15	Classes begin
Aug 24	Last day to drop for partial tuition refund
Aug 27	14-weeks session begins
Sept 3	Labor Day holiday
Sept 17	12-weeks session begins
Oct 10-12	Fall break
Oct 15	Mid-term
Oct 16	2nd 8-weeks session begins
Oct 22–Nov 2	Spring Advising/Regis/current students
Nov 1	Financial Aid priority deadline
Nov 5–Nov 16	Spring Advising/Registration/all students
Nov 12	Last day to drop w/W
Nov 20-24	Thanksgiving holiday break
Dec 14	Term ends
Spring Semester 2019	
Jan 3	Late registration for Spring
Jan 7	Classes begin
Jan 16	Last day to drop for partial tuition refund
Jan 21	Martin Luther King holiday
Jan 22	14-weeks session begins
Feb 4	12-weeks session begins
March 4	Mid-term
March 5-9	Spring break
March 11	2nd 8-weeks session begins
March 11-22	Summer Advising/Regis/current students
March 25–Apr 26	Summer Advising/Registration/all students
March 25–July 22	Fall Advising/Registration/all students
April 1	Financial Aid priority deadline
April 5	Last day to drop w/W
April 22	Easter holiday
May 6	Term ends
Summer Session 2019	
May 15	Late registration for Summer
May 20	Classes begin
May 23	Last day to drop for partial tuition refund
May 27	Memorial Day holiday
June 17	Mid-term
July 1	Financial Aid priority deadline
July 1 – 6	Independence Day holiday break
July 8	Last day to drop w/W
July 8	6-weeks session ends

The College

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8.753 square foot addition was completed on the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the college's accreditation in December 1983, 1993, 2004 and 2014.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly.

In 1987 capital funds were used to build the 4,400 square foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated $25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000 square foot Pottery Building opened to students in September 1990.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, $2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive, live video and data, and multimedia classrooms/laboratories.

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

In 2009, a 6,400 square foot building was added for the Forest Management Technology Program. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

The College

ACCREDITATION

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montgomery Community College. The Practical Nursing diploma program is approved by the North Carolina Board of Nursing. Graduates of the Basic Law Enforcement Training certificate program are qualified to take a certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education Training Standards Commission. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (1361 Park Street, Clearwater, FL 33756; 727-210-2350). The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611). Graduates are qualified to take the Dental Assisting National Board Exam. The Human Services Technology program is accredited by the Council for Standards in Human Services Education (3337 Duke Street, Alexandria, VA 22314; 571-257-3959).

NON-DISCRIMINATION STATEMENT

MCC has filed an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

VISION, MISSION AND GOALS

VISION

Montgomery Community College will be a place of discovery, critical thinking, and educational excellence; a centerpiece for life-long learning for our students, faculty, staff and community.

MISSION STATEMENT

Montgomery Community College provides quality educational opportunities.

COLLEGE GOALS

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

- **Goal 1:** Develop and implement **instructional programs and student support services,** in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.
- **Goal 2:** Provide **facilities, technologies,** and information services that enhance student learning.
- **Goal 3:** Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.
- **Goal 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.
- **Goal 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.
- **Goal 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness.**

The College

North Carolina Community College System Performance Measures

The North Carolina Community College System designates seven performance measures as core indicators of student success. Both internal and external measures are taken throughout the year, according to the NCCCS Annual Reporting Plan, and submitted to the NCCCS who publishes in June, results for each community college in the *Performance Measures* document. Any standard not met requires an action plan for improving performance that must be submitted to the State Board of Community Colleges. The Planning Council and the President's Cabinet evaluate the results and work with appropriate divisions/departments to enhance performance as needed.

Montgomery Community College Performance Measures for 2017

A. **Basic Skills student progress:**
   - System Excellence Level: 68.3% of students will progress as defined by an educational functioning level.
   - System Baseline: 34.5%
   - MCC Outcome: 59.2%

B. **Student success rate in college-level English courses:**
   - System Excellence Level: 55.9% of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within their first two academic years.
   - System Baseline: 23.8%
   - MCC Outcome: 64.1%

C. **Student success rate in college-level math courses:**
   - System Excellence Level: 32.5% of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing math course with a "C" or better within their first two academic years.
   - System Baseline: 10.1%
   - MCC Outcome: 22.9%

D. **First year progression:**
   - System Excellence Level: 75.0% of first-time fall curriculum students attempting at least 12 hours within their first academic year who successfully complete at least 12 of those hours.
   - System Baseline: 54.1%
   - MCC Outcome: 72.0%

E. **Curriculum student completion:**
   - System Excellence Level: 51.9% of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 non-developmental hours after six years.
   - System Baseline: 35.9%
   - MCC Outcome: 44.8%

F. **Licensure and certification:**
   - System Excellence Level: 90.9% aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.
   - System Baseline: 69.9%
   - MCC Outcome: 75.7%

G. **College transfer performance:**
   - System Excellence Level: 87.6% of students who transfer to a 4-year institution will have a GPA of 2.25 or higher after two consecutive semesters.
   - System Baseline: 65.1%
   - MCC Outcome: 83.3%

The College

MONTGOMERY COMMUNITY COLLEGE FOUNDATION

The Montgomery Community College Foundation, Incorporated is a nonprofit 501(c)(3) corporation established to foster and promote the growth, progress and general welfare of the College; to solicit, acquire, receive, administer and hold property, both real and personal, for the benefit of the College; and to extend financial aid to persons desiring to attend Montgomery Community College. The Foundation is governed by a Board of Directors charged with planning and reviewing the Foundation's strategic plan and operation, and managing and disbursing the Foundation's funds. Funds are raised through private solicitations and planned, annual events such as the Fund Drive, Golf Tournament and Raffle.

LIBRARY AND INFORMATION SERVICES

The mission of the Montgomery Community College Library is to provide access to information in a variety of formats and to serve as an integral part of the College's teaching, learning, research, and service to traditional and distance learning students, faculty, staff, and community in direct support of the mission of the College. To accomplish this mission, the Library continually works to:

- build, with the collaboration of faculty, a collection of resources appropriate to the curriculum and to the current and future needs of the College community;
- use current technologies to provide a system of organization and physical access to the collection of the library and to sources beyond the collection;
- design and deliver instruction and consultation about the organization, content, and use of learning resources that includes instruction that is user-based, on demand, and customizable; and
- provide a functional, accessible, attractive, user-centered physical facility to support and increase the use of learning and information resources.

The MCC Library has a carefully selected and growing collection of more than 21,000 volumes, subscriptions to current periodicals, and a variety of non-print information sources. Library patrons have access to a variety of online resources including NC LIVE, a collection of online databases that provides access to newspapers, magazines, journals, and a variety of reference sources, many with full text.

Patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff members are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the library and its resources. The library is located in Building 200.

DISTANCE LEARNING

Distance learning is an education delivery strategy in which all, or a majority of, instruction occurs when the student and instructor are not in the same place at the same time. This approach may include computer technologies, video, or audio feeds. Distance Learning at Montgomery Community College utilizes courses wholly or partly delivered via the internet and video teleconferencing using the North Carolina Information Highway (NCIH).

The mission of Distance Learning at MCC is to provide accessibility to educational options which are not bound by time or place. To accomplish this mission, Distance Learning continually works to:

- provide options for students who may not be able to come to campus regularly because of physical limitations, work and family commitments, or by preference;
- enable students who prefer to learn through nontraditional delivery to have access to educational content in different, yet comparable, formats; and
- have distance learning parallel and supplement traditional course offerings and include comparable course outcomes.

STUDENT SERVICES

The mission of Student Services is to provide high quality educational support services to all students. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success in a broad sense is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment.

Student Services activities include: admissions, assessment, counseling (academic, career and personal), registration and records, financial aid, veterans assistance, job referral, transfer student assistance, recruiting and coordination of student activities.

Continuing Education

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford individuals the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor that they desire. The Continuing Education Division plays a vital role in providing those opportunities. Through a variety of programs and services, the Division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

ADMISSION

Any adult who has reached the age of sixteen (16) is eligible to enroll in Continuing Education classes. Persons enrolled in public school are not eligible to take Literacy classes, with the exception of English as a Second Language (ESL). In addition, MCC permits the enrollment of undocumented nonimmigrant applicants in approved continuing education programs.

FEES

A small fee is charged for continuing education classes. Such fees, when charged, are due and payable upon entry to class. Books and supplies are available through the College bookstore.

Registration Fees

Registration fees, set by the North Carolina State Board of Community Colleges and the North Carolina General Assembly, are subject to change. Registration fees are based on the course length or total contact hours of the class or program. A senior citizen (age 65 or older) may audit a course section without payment of any required tuition or registration fee on a space available basis. Senior citizens shall pay the applicable self-supporting fee for enrollment or registration into a self-supporting course section. Registration fees for Continuing Education are as follows:

1-24 contact hours..... $70
25-50 contact hours..... $125
51+ contact hours..... $180

Refund of Registration Fee

A student who officially withdraws from an Occupational Extension class prior to the first class meeting is eligible for a 100 percent refund upon request to the Continuing Education Division. After the respective class begins, a 75 percent refund may be granted upon request if the student officially withdraws from class prior to or on the 10 percent point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100 percent refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75 percent refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100 percent refund if the class is canceled by the College. No registration fee refunds are permitted for self-supporting classes except in the case of class cancellation by the College or under extenuating circumstances requiring approval from the College President.

Continuing Education

Additional Continuing Education Fees

A small fee is charged for some continuing education classes. Such fees, when charged, are due and payable upon entry to class. Senior citizens auditing Continuing Education classes will be charged any applicable class/lab fee required for the class. Books and supplies are available through the College bookstore.

Bricklaying		$ 20.00
Digital Photography		$ 5.00
Gunsmithing (summer - $35 supplies and $1.60 insurance)		$ 36.60
NRA Classes (Occupational)		$ 75.00
Pottery (per class)		$ 2.00
Taxidermy (per class)		$ 25.00
Welding – MIG, TIG, & Stick (per class)		$ 20.00
Technology Fee (computer, computer repair and upgrade classes)		$ 5.00
Insurance (Nurse Aide, Phlebotomy, EMS Classes)	A. Liability	$ 13.00
	B. Accident	$ 1.60
*Heritage Crafts classes		$ 30.00 - 200.00

*Specific fees for Heritage Crafts classes are dependent upon the class taken; fee would be dependent upon cost of supplies required for the specific course.

Refund of Additional Continuing Education Fees

Additional fees collected at registration shall only be refunded in the event of 100% withdrawal by the student prior to the beginning of the respective class. Additional fees are non-refundable under any other circumstances unless students withdraw from college prior to the first day of classes.

CERTIFICATES

Certificates may be awarded to students meeting requirements for selected Continuing Education classes/programs.

CLASS LOCATIONS & DELIVERY

A number of classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever there is sufficient demand. Instruction for Continuing Education classes, workshops, and seminars places emphasis on the adult learners' needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years and that others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of all adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the internet, video conference and combination of traditional classroom and self-directed computer-assisted instruction.

CLASS FORMATION

Continuing Education classes are often established on a demand basis. Different program areas have different requirements for the number of students, cost, and location. Course offerings reflect the needs and interests of the citizens so MCC counts on the public to request courses. If you desire a course which has not been announced, contact the Continuing Education Division. Your help in recruiting your friends and neighbors for a course is very much appreciated.

CONTINUING EDUCATION UNIT (CEU)

A Continuing Education Unit (CEU) is a unit designation recognized by the Southern Association of Colleges and Schools (SACS) and is awarded for select Continuing Education classes at MCC. The CEU signifies the class is organized for a quality instructional program. CEUs are earned at a rate of one (1) CEU for each ten (10) hours of class.

DISTANCE LEARNING

Distance learning allows students to complete training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and technology provide linkages between the student and instructor. The learning is self-paced to match the learning style of the student, and the student may take occupational or self-supporting programs via the Internet. Most importantly, this approach to learning allows the student to obtain the desired training at a time convenient to them.

Continuing Education

ENROLLMENT

Students must pre-register for classes by completing the Continuing Education registration form and submitting the appropriate fee by the scheduled deadlines as advertised.

WORKFORCE DEVELOPMENT CENTER

The Workforce Development Center is home to several partners that all have one goal in mind: bettering Montgomery County through the right connection! The best way for us to achieve this goal is through an integrated service delivery model. The integrated service model is designed to ensure that we are able to serve a multitude of needs in one location!; essentially, we are a one stop shop. Any person who calls or walks through our doors will receive the following services:

- Assistance with registering for continuing education classes, small business center seminars, and high school equivalency classes.
- Referral to specific training opportunities that will lead to employment.
- List of employers' job postings directly through NCWorks Online.
- Job search assistance, career development training, and job referrals.
- Offer financial assistance for education and training through scholarships and the Workforce Opportunity Act.

Who are the NCWorks partners?

- Montgomery Community College (Workforce Investment Opportunity Act Adult Contractor)
- Division of Workforce Solutions
- The National Caucus & Center on Black Aging (NCBA)
- Richmond Community Support Center (Workforce Investment Opportunity Act Youth Contractor)
- NC Department of Commerce (Veteran Services)
- NC Department Health and Human Services (Vocational Rehabilitation)

All students and community members are encouraged to visit the Workforce Development Center whether they are looking to sign up for a continuing education class or find a job.

AREAS OF STUDY IN CONTINUING EDUCATION

Areas of study in Continuing Education include Occupational Training; Self-Supporting; Business and Industry Services; Heritage Crafts; Career and College Readiness; English as a Second Language (ESL); Apprenticeship Montgomery; and Public Safety Drone Academy.

Occupational Training Courses

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary, having the best trained individuals caring for you is very important. Continuing Education offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Emergency Medical Dispatcher
- Emergency Medical Technician
- Fire and Rescue Service
- Nurse Aide I and II
- Phlebotomy Technician

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines the frequency of renewal and the number of hours required. Courses for renewal are:

- Correctional Officers
- CPR/First Aid
- Fire Fighters
- Funeral Directors
- Insurance Agents
- Law Enforcement
- Real Estate
- Teacher Renewal

Continuing Education

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught positive self-concept. Other topics within the pre-vocational component are planning and reaching goals and making the transition to the workforce.

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control circuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Law Enforcement Training

Staff development and ongoing in-service training is a necessity for law enforcement today. Legal updates, firearms recertification, S.W.A.T., and search and seizure are just some of the types of training available to law enforcement agencies. All training is designed to meet the needs of state, county, city, and other law enforcement agencies. Annual recertification classes are conducted for law enforcement and correctional officers.

Self-Supporting Courses

Short, personal enrichment courses are the mainstay of Self Supporting courses. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Fees are determined by the cost of the course. There are no fee exemptions allowed for self-supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting traditional techniques in the specified fields of study. Courses are offered on a self-supporting basis allowing no fee exemptions. Fees charged do not include any tools or supplies. The NRA Short-Term class schedule changes every year; the schedule is posted on the college's website in January.

Business and Industry Services

A variety of training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. The programs are customized to meet individual company needs. With the assistance of appropriated state tax dollars, the programs are usually well within the budgets of our local firms. Call the College for more information on business and industry programs. We will be happy to assist your efforts to develop and train your employees by working side by side with you and your staff.

Small Business Center

The objective of the Small Business Center is to increase the success rate and the number of viable small businesses in Montgomery County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. MCC's Small Business Center is a community-based provider of education and training, counseling, information, and referral.

Customized Training

Customized Training courses support the economic development efforts of the state by providing education and training opportunities for eligible businesses and industries. Amended in 2008, these courses integrate New and Expanding Industry Training and Customized Industry Training to more effectively respond to business and industry (G.S. 115D-5.1e). Customized Training courses also include the former Focused Industry Training and shall offer classes and training services to assist new and existing business and industry to remain productive, profitable, and within the state. The courses were developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the state to ensure the presence of a well-trained workforce. The courses are designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Continuing Education

CAREER AND COLLEGE READINESS

(formerly Adult Basic Skills)

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade one and end with the high school equivalency certificate.

Adult Basic Education (ABE) and High School Equivalency (HSE)

MCC offers combined Adult Basic Education (ABE) and High School Equivalency (HSE) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the HSE exam, if they do not have a high school diploma. Before enrolling in a class, an individual must attend a Career & College Readiness Orientation and Registration Session. Minors (16-17 years of age) may enroll in the program but must obtain a Minor Release Form, to be completed by a parent or legal guardian and the Board of Education, before registering. Classes are offered both day and evening in various locations throughout the county and on the College campus. There is no cost for the ABE/HSE classes, but there are testing fees applicable to each of the three state-approved HSE examinations (GED®, HiSET, and TASC) that a student opts to take. MCC will assist interested organizations and groups of individuals in establishing new ABE/HSE classes.

High School Equivalency (HSE) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training. Successfully passing a battery of four or five sections, depending on the HSE exam taken, allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

North Carolina has approved the use of three different HSE exams: the GED®, which is only offered through computer-based testing; the HiSET, which may be administered either through a computer or with traditional paper and pencil; and the TASC test which may also be administered through a computer or paper-and-pencil. More information can be found at www.gedtestingservice.com (for the GED®), www.hiset.ets.org (for the HiSET), and www.tasctest.com (for TASC).

Adult High School Diploma Program (AHS)

MCC also offers the Adult High School Diploma through an agreement with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements. Before enrolling, prospective students must have been out of school for at least six months, attend an orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a Minor Release Form at MCC. A parent or legal guardian and the Board of Education must complete this release form. Day and evening classes are offered both in classroom and laboratory settings on the MCC campus. This flexibility enables students to work at their own pace and at times most convenient for them. The North Carolina Competency Test provided by the North Carolina Department of Instruction is offered to Adult High School students on the MCC campus at scheduled dates throughout the year.

Compensatory Education (CED)

MCC offers Compensatory Education (CED) classes. These classes are designed to help mentally and emotionally challenged adults to become independent and to acquire skills needed for participation in our society

Foundational Studies

Foundational studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Foundational studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Foundational courses begin with course number of "0" (i.e. DRE 097). Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

Continuing Education

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ESL classes. Montgomery Community College will assist any businesses interested in offering ESL classes for their employees.

Ingles comos segundo lenguaje (ESL)

Para más información acerca de las clases de Ingles, por favor refierace al horario de clases en el folleto que recibe por correo dos veces por año.

Curriculum Information & Policies

ADMISSION

Montgomery Community College (MCC) operates under an open-door admissions policy as established by the North Carolina Community College System. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution. Individuals under 18 years of age may be admitted if they are already a high school graduate or if they possess a high school equivalency certificate. High school students may be admitted to curriculum courses within parameters established by the State of North Carolina. MCC reserves the right to refuse admission to any applicant who has been suspended or expelled from another education institution. The College also reserves the right to refuse admission to any applicant whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.

Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Any restrictions on admission to specific programs are flexible enough to allow students opportunities for admission when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

GENERAL ADMISSION PROCEDURES

Students are admitted to MCC without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete the Residency Determination Service process at www.ncresidency.cfnc.org.
2. Complete the online admission application at www.montgomery.edu/apply.
3. Submit an official high school or high school equivalency transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Enrollment Office at MCC. It is the applicant's responsibility to request that transcripts be sent.
4. Take any required preadmission tests when notified by the Enrollment Office.
5. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:
Enrollment Office
Montgomery Community College
1011 Page Street
Troy, NC 27371
Phone: 910-898-9612
E-mail: **housleyt@montgomery.edu**

Curriculum Information & Policies

All admission procedures should be completed at least four weeks prior to enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on an alternate or waiting list and notified by the Enrollment Office. When all information is received, the academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow admission procedures as a walk-in student during open registration.

ASSOCIATE DEGREE PROGRAMS

A high school diploma or the equivalent is required of all applicants for degree programs. A High School Equivalency (HSE) certificate or Adult High School (AHS) diploma is acceptable. HSE scores must meet North Carolina standards. Associate degree programs require an applicant to complete assessment inventories in writing, reading, and math skills.

STAND-ALONE DIPLOMA & CERTIFICATE PROGRAMS

A high school diploma, High School Equivalency certificate, or Adult High School diploma is preferred for entrance into a stand-alone diploma or certificate program. However, consideration is given to any applicant whose interest and ability make successful completion of a diploma or certificate program likely. Applicants without a high school diploma or the equivalent may be required to demonstrate an ability to benefit by successfully completing an assessment inventory. Some diploma and certificate programs may require an applicant to complete assessment inventories in reading, writing, and numerical skills after acceptance.

READMISSION

Former students who left Montgomery Community College in good standing are encouraged to reenroll for further study. Students who have been out one term or longer should contact the Enrollment Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified. Coursework previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for their particular curriculum.

Certain courses in allied health programs must be completed within a specific time frame. The age of those courses can affect the readmission process. More specific information about readmission requirements for allied health programs may be obtained from the MCC Enrollment Office.

Former students desiring to reenter from academic suspension must do so through the Counseling Services office. Former students who were withdrawn for disciplinary reasons must have approval from the Vice President of Instruction or Vice President of Student Services, depending upon the nature of the disciplinary issue, to reenroll.

SPECIFIC ADMISSION REQUIREMENTS

ALLIED HEALTH PROGRAMS

A high school diploma, High School Equivalency certificate that meets North Carolina standards, or Adult High School Diploma is required of all applicants for all allied health programs. Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing skills, reading skills, algebra skills, and numerical skills. Once Practical Nursing students have met all general admission requirements, they will become eligible to take the HESI exam, which is the primary admission test for the Practical Nursing program. Those applicants selected for admission must attend information sessions conducted by college personnel. Students not meeting admissions criteria will be advised regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An Applicant Medical Form will be provided by the Enrollment Office. Applicants must submit to the Enrollment Office the completed form which includes the results of a physical examination performed by a licensed physician. The Applicant Medical Form must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student. Additional information concerning admission to allied health programs is available in Student Services.

Curriculum Information & Policies

BASIC LAW ENFORCEMENT TRAINING (BLET)

In addition to MCC's general admission requirements, the following apply to the Basic Law Enforcement Training (BLET) Program. A BLET applicant must be a U.S. citizen and at least 20 years old. Additionally, a high school diploma, High School Equivalency certificate, or Adult High School Diploma is required for admission into the program. High school diplomas earned through correspondence enrollment are not recognized toward the educational requirements. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which include results of a physical examination conducted by a licensed physician to the MCC Criminal Justice Department prior to registration. Medical history forms are available from the Enrollment Office. In addition, BLET applicants must have a criminal history report for all locations in which they have resided since the age of 18. The report(s) must be approved by the BLET school director prior to enrolling in the program. Applicants are required to take a writing and reading skills assessment, must possess a valid driver's license, and must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.

CONCURRENT ENROLLMENT AT MULTIPLE COMMUNITY COLLEGES

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Students will not be charged additional tuition at the receiving college when registered for 16 or more credit hours at the home college when the following condition is met. The student must present a letter from the home college that includes (1) verification of credit hours registered for at the home college; (2) verification of tuition status at the home college; and (3) a list of specific courses that the student is approved to register for at the receiving college to include any telecourses, independent study courses, and non-traditional delivery courses (i.e. Internet, Information Highway, etc.)

Additionally, if the total credit hours at both colleges exceed 22 credit hours, the student's advisor at the home college must stipulate approval for the student to take any hours beyond 22 credit hours. When the student is registered for less than 16 credit hours at the home college, the above conditions must be met and the student must pay tuition charges for up to 16 total credit hours at the receiving college. Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly. Note: Additional steps may be required for admission into specific classes. Consult with the Enrollment Office for more information.

FOREIGN STUDENTS

MCC is not approved to enroll non-immigrant students with F, J, or M visas. Applications from students holding other visas will be reviewed on an individual basis.

HIGH SCHOOL STUDENTS – CAREER & COLLEGE PROMISE PROGRAM

The Career & College Promise (CCP) program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. MCC offers three College Transfer pathways and a variety of Career Technical Education pathways.

College Transfer Pathways. The College Transfer pathways allow high school juniors and seniors the opportunity to complete some of the core general education courses typically required during the first two years of a four-year degree. To be accepted into a College Transfer Pathway, a student must (1) be a North Carolina high school junior or senior; (2) have a weighted GPA of 3.0 on high school courses; (3) demonstrate college readiness on assessment/placement tests by meeting or exceeding specific test scores in English, reading, and math; and (4) meet all course prerequisites.

A high school junior or senior who does not demonstrate college readiness on the assessment/placement tests may be provisionally enrolled in a College Transfer pathway if the following conditions are met. To qualify for provisional acceptance status, a student must (1) have a cumulative high school weighted GPA of at least 3.5; (2) have completed two years of high school English with a grade of "C" or higher; (3) have completed high school Algebra II or Math III (or a higher level math) with a grade of "C" or higher; (4) obtain the written approval of the high school principal/designee; and (5) obtain the written approval of the community college Vice President of Instruction or the Vice President of Student Services.

Curriculum Information & Policies

Students who meet all the requirements for provisional status may enroll in English and/or mathematics courses in a college transfer pathway as provisional students without placement or other testing. Provisional students who successfully complete ENG 111 with a "C" or higher may enroll in ENG 112. Provisional students in the Associate in Science pathway who successfully complete MAT 171 with a "C" or higher may enroll in MAT 172. Provisional students may register only for college mathematics (MAT) and college English (ENG) courses within the chosen pathway. Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional. In order to no longer be considered provisional, the student must successfully complete the first mathematics and the first English course in the pathway with grades of "C" or higher in each course or demonstrate college-readiness on an approved assessment or placement test.

Career Technical Education Pathways. The Career Technical Education pathways allows juniors and seniors the opportunity to enroll in MCC certificate programs related to high school career clusters. To be accepted into a Career Technical Education pathway, a student must (1) be a North Carolina high school junior or senior; (2) have a weighted high school GPA of 3.0 or have the recommendation of the high school principal or designee; (3) have received career pathway information outlining program requirements for completion of the certificate or diploma; and (4) meet all course prerequisites.

To maintain eligibility for continued enrollment in any CCP pathway, the student must (1) continue to make progress toward high school graduation and (2) maintain at least a 2.0 GPA in college coursework after completing two courses. Students who fall before a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

More details about the Career & College Promise program are found in the CCP Information Booklet located on the Montgomery Community College website.

HOME-SCHOOL STUDENTS

Home-school students must provide (1) proof of registration with the North Carolina Department of Non-Public Education and (2) an official home-school transcript including annual results received on nationally standardized tests. If these criteria cannot be met, home-school students may pursue their High School Equivalency certificate or Adult High School diploma.

MONTGOMERY COUNTY EARLY COLLEGE STUDENTS

The Montgomery County Early College (MCEC) is housed on the MCC campus. It is a public high school operating under the authority of Montgomery County Schools. Students enrolled in MCEC programs attend high school and college classes as they work toward a high school diploma and an associate degree. More information about the Early College will be found on the Montgomery County Schools website.

SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires completion of an MCC Application for Admission and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning regular curriculum student in a class required for his/her degree.

STUDENTS WITH SPECIAL NEEDS

MCC seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The College is fully committed to making programs, courses, and services available to all citizens as well as maintaining confidentiality regarding all information and services provided. If students have a special need that may affect academic performance and seek accommodations, it is the student's responsibility to inform the MCC Director of Counseling Services at least one month prior to registration so the request may be considered for approval.

To determine the eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. MCC will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations). Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted. Applications to request psychological, medical and other related professional evaluations may be obtained from the Counseling Services staff.

Curriculum Information & Policies

UNDOCUMENTED STUDENTS

Based on policies and procedures outlined in the North Carolina Administrative Code (23 NCAC 02C .0301), MCC allows the admission of students who do not have the necessary documentation to prove United States citizenship under the following conditions:

1. The student must be a graduate of a U.S. public high school, private high school, or home school that operates in compliance with state or local law. A High School Equivalency certificate is not acceptable.
2. The student will be classified as an out-of-state resident and must pay out-of-state tuition.
3. The student may not displace a North Carolina or U.S. citizen.

Undocumented students currently attending a North Carolina high school may enroll in college courses through the Career ad College Promise program, following the guidelines and requirements established for enrollment in that program.

DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) STUDENTS

Based on policies and procedures outlined by the United States Citizenship and Immigration Services agency, MCC allows the admission of DACA students following these guidelines and conditions:

1. The student must present the appropriate forms issued by US Citizenship and Immigration Services showing that he/she has been granted deferred action.
2. The student is not eligible for in-state tuition, but he/she can be sponsored by a NC employer who can pay the in-state rate on the student's behalf.
3. The DACA student is not eligible to obtain the in-state tuition rate under the public school graduate exception or nonprofit sponsorship exception.

STUDENT CLASSIFICATIONS

Audit Student: A student who is registered for a course for which he/she does not wish to receive credit. The audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for audit. A student has until mid-term to change a registration to audit with the Enrollment Coordinator.

Concurrently Enrolled Student: A student who is enrolled in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Freshman: A student who has earned fewer than 32 semester hours of credit.

Full-time Student: A student who is registered for 12 or more semester hours credit.

Part-time Student: A student who is registered for 1-11 semester hours credit.

Probation Student: A student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn the sufficient GPA set forth in the College Catalog to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

Provisional Students (Deferred Acceptance Status): A full- or part-time student who enrolls prior to completion of pre-admission or assessment requirements. When the student has fulfilled all requirements, he/she will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or he/she may not be allowed to reenroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Vice President of Student Services.

Regular Curriculum Student: A curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation.

Curriculum Information & Policies

Sophomore: A student who has earned 32 or more semester hours credit.

Special Credit Student: A student who registers for credit courses to meet an individual educational need, but who has not expressed the intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit a Change of Information Request and meet regular admission and assessment requirements. Special Credit Students are not eligible for financial assistance or veteran educational benefits.

Students with Special Needs: Students enrolled through the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

ASSESSMENT (PLACEMENT) INVENTORIES

The College Board's NCDAP ACCUPLACER assessment inventory is given to students in associate degree and diploma programs to determine academic readiness. Students should complete the assessment inventory prior to registration for proper advising and placement. Information about score requirements is available in the Student Services Division. After testing, each student will receive a copy of his/her NCDAP ACCUPLACER report listing scores obtained and course recommendations based on these scores.

All associate degree students will be assessed in English/reading and math skills. Stand-alone diploma and certificate students may be assessed in English/reading and/or math skills. BLET students are required to take a TABE reading assessment only. Special credit students are assessed only when necessary to satisfy a prerequisite course requirement. Students with special needs should contact the Director of Counseling Services prior to scheduling their placement test to ensure that appropriate accommodations will be provided. All information and services provided for special needs and disabled students is confidential.

Students needing additional educational preparation will be advised regarding removal of deficiencies. For students enrolled in associate degree programs, deficiencies in English/reading, numerical skills, or algebra must be removed prior to taking any course work in English composition or mathematics respectively. Students may retest on NCDAP ACCUPLACER based upon recommendation of the testing coordinator. A student may test twice at MCC within a five year period.

Students meeting the following criteria may be exempt from taking specified sections of NCDAP ACCUPLACER:

- Students with scores of 500 or above on the critical reading and writing portions of the SAT may be exempt from the English/reading sections.
- Students with a score of 520 or above on the numerical portion of the SAT may be exempt from sections DMA 010-030 on math. Students with a score of 520 or above on the Elementary Algebra portion of the SAT may be exempt from sections DMA 040-060 on math.
- Students who have taken the ACT will be advised on the appropriate sections to take.
- Students who have taken ACCUPLACER, NCDAP, or COMPASS at another school may transfer their scores to MCC and will be advised on the appropriate sections to take. Scores are valid for five years from the test date.
- Students who have taken English composition or math courses at another college or university and received a grade of C or better may not be required to take the related assessment inventories. The courses taken at the other institution must be determined to be equivalent to the entry level courses at Montgomery Community College.
- Students with a score of 3 or higher on the CEEB Advanced Placement English exam may be exempt from the English/reading section.

CURRICULUM EXPENSES

FEES, TEXTBOOKS, & TUITION COSTS

FEES

Fees are established by action of the NC legislative, the NCCCS State Board, and/or the MCC Board of Trustees in accordance with state laws outlined in the North Carolina Administrative Code.

1. All campus students will be assessed the required student activity fee, insurance fees, parking fees, technology fees, and relevant class and/or lab fees.
2. Fees for incarcerated students are waived as stipulated by law.
3. High school students enrolled in college classes through the Career & College Promise (CCP) program or the Montgomery County Early College are exempt from paying tuition, activity fees, and accident insurance fees. Students may be required to pay any special liability insurance fee required from an off-campus clinical or any course/lab fee associated with specified courses. The local board of education may pay or assist with the cost of textbooks and fees. In the event textbooks are not provided, it is the student's responsibility to purchase their own textbook and supplies for their class.

ACTIVITY FEE

Curriculum students pay an activity fee each term of enrollment. The charges per term are as follows: Fall – $30; Spring – $30; Summer – $5. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events.

CLASS/LAB FEES

AHR	110	Intro to Refrigeration	$ 25
DEN	102	Dental Materials	85
DEN	112	Dental Radiography	50
ELC	112	DC/AC Electricity	25
ELC	113	Residential Wiring	25
ELC	117	Motors & Controls	25
GSM	111	Gunsmithing I	50
GSM	120	Gunsmithing Tools	100
GSM	225	Gunmetal Refinishing	40
MED	140	Exam Room Procedures I	15
MED	150	Lab Procedures I	15
MED	264	AAMA Certification Exam fee	125
NUR		PN admissions testing fee	$ 48
NUR		PN Lab Simulation fee	50
PBT	100	Phlebotomy Technology	50
PBT	101	Phlebotomy Practicum	50
TXY	110	Bird Preparation	15
TXY	112	Bird Quality Control/Mounting	15
TXY	114	Bird Finishing	15
TXY	121	Mammal Preparation	15
TXY	122	Mammal Quality Control/Mounting	15
TXY	123	Mammal Finishing	15
TXY	131	Fish Preparation	15
TXY	133	Fish Finishing	15

GRADUATION FEE

Students are expected to pay the graduation fee by April 1. Graduation fees are subject to change at the discretion of the College depending upon increased prices from our supplier.

High School Completion (GED & Adult High School) $35
Curriculum Programs 40
Curriculum Programs: For *each* additional degree, diploma or certificate, add $5.

INSURANCE FEE

Accident Insurance – per term $1.60
Liability Insurance – mandatory for Dental Assisting, Medical Assisting, Phlebotomy, Practical Nursing students per academic year 13.00

Insurance rates are subject to change depending on price quotes from our suppliers. Other insurance options are available. More information is available in Student Services.

PARKING FEE – per term $5

PHOTO REPLACEMENT FEE $5

TECHNOLOGY FEE – per term $16

Curriculum Information & Policies

TEXTBOOKS & SUPPLIES

Textbooks and supplies are available through the college's virtual bookstore or through the campus store located in Capel Hall (Building 200). Depending on the program of study, most students can expect to pay between $500 and $700 for textbooks per term. Some programs require the student to purchase uniforms, tools, and/or supplies in addition to textbooks. These additional costs vary according to the program in which the student is enrolled. A list of required/needed items with approximate costs can be provided by the department of interest. Purchase is directly related to the College's Policy of Ownership.

Policy of Ownership: All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the College. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION

Tuition rates for in-state and out-out-state residents are set by the North Carolina General Assembly and are subject to change by that entity without notice.

Tuition for full-time in-state students carrying 16 or more semester hours credit is $1216 ($76 per credit hour.) Tuition for full-time out-of-state students carrying 16 or more semester hours credit is $4288 ($268 per credit hour.)

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

Senior citizens who are at least 65 years old may audit courses without payment of tuition on a space available basis. The tuition exemption does not apply to courses operating on a self-supporting basis. An audit student does not receive credit for the course. An audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. Senior citizens taking courses on an audit basis will be charged student fees and any class/lab fees required for the course.

TUITION CLASSIFICATION THROUGH NORTH CAROLINA RESIDENCY DETERMINATION SERVICE

All curriculum students are classified as either in-state or out-of-state residents for tuition purposes. A legal resident of North Carolina is one who has established residence in this state; the definition of a resident for tuition purposes is set by North Carolina law (G.S. 116-143.1). Students should know their residency status for tuition purposes and should understand the regulations governing residency status.

Residency for tuition purposes is determined by the North Carolina Residency Determination Service (RDS), which serves as the single authority for determining student residency classification for tuition purposes at all public colleges and universities in the state. Before completing the college's online admission application through CFNC, all applicants are required to complete documentation for the RDS. RDS decisions on residency status include, but are not limited to, initial classifications, re-classifications, and appeals. The burden remains on the student to prove residency status and to initiate and complete the process of changing residency status. Students who wish to apply for a change of residency classification must do so through the NC RDS at www.ncresidency.org.

REFUNDS

Tuition Refunds. If a student withdraws or drops a class, tuition refunds may be granted. Requests for tuition refunds must be made to Student Services.

1. A tuition refund shall be made only under the following circumstances:
   a. A 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the academic calendar. A 100% refund will also be issued if the college cancels the course section in which the student is registered. A 75% refund shall be made if the student officially withdraws or is withdrawn from the course section(s) prior to or on the official 10% point of the term.
   b. For off-cycle course sections that start at times other than the beginning of the term, a 100% refund shall be made if the student officially withdraws from the course section prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course section prior to or on the 10% point of the course section.

   c. For contact hour classes, a 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the contact hour course section. A 75% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to or on the 10th calendar day after the start of the course section.
   d. In addition, beginning with the first day of the term, students wishing to drop and add classes must do so at the same time or incur a 25% penalty.
2. To comply with applicable federal regulations regarding refunds, federal regulations shall supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a term, dies during that term (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that term may be refunded to the estate of the deceased.
4. The college shall follow the described in Item (1) above for classes which the college collects receipts that are not required to be deposited in the State Treasury account.
5. All optional fees (lab fee, activity fee, technology fee or other fees as approved by the MCC Board of Trustees) will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term or in the event that a student's class is cancelled due to insufficient enrollment.
6. All student refunds shall be disbursed within two weeks from receipt in the Business Office.

Refunds for Called-to-Duty Military Personnel. Upon request of the student, MCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and buy back textbooks through the college's bookstore operations to the extent possible. MCC shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Federal Refund Policy. The Federal Refund Policy applies to all students receiving federal financial aid funds including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money received by the student. Refunds will be allocated, by law, according to the following order: (1) Federal Pell grant; (2) Federal Supplemental Educational Opportunity Grant (FSEOG); (3) other assistance under this Title for which a return of funds is required. Students may obtain further information regarding Title IV refund policies and refund calculations from the Financial Aid Office.

FINANCIAL ASSISTANCE

All financial aid awards at Montgomery Community College are dependent upon available funding. The primary purpose of student aid is to provide financial resources to students who have been deemed unable to cover the entire expense of a post-secondary education. Such need-based aid is available in the form of grants and scholarships: Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), federal work study programs (FWS), North Carolina Community College Grant (NCCCG), North Carolina Education Lottery Scholarship (NCELS), Targeted Assistance funds, and state and institutional scholarships.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). These forms are available in the Student Services Division at the College and on the internet at www.fafsa.gov or on the College's website at www.montgomery.edu. This federal application for aid considers a student's household income and the number of household family members in determining a student's financial need.

The FAFSA application is the only application a student needs to complete to be considered for Pell, FSEOG, FWS, NCCCG, NCELS, Targeted Assistance funds and MCC Scholarships. When completing the application, students should place MCC's federal school code (008087) under the school information section on the FAFSA. Once the FAFSA is completed and submitted to the U.S. Department of Education, the results are forwarded to both the College and the student. The financial aid staff will contact students to discuss the results of their application.

Curriculum Information & Policies

MCC also receives limited funds from the North Carolina State Child Care Grant. Financial assistance for child care services may be available to applicants who meet certain federal guidelines. The amount of child care assistance awarded is dependent upon available funding.

All students receiving federal and/or state aid must meet all eligibility requirements. In particular, students must have all high school and post-secondary transcripts on file and evaluated at MCC. Furthermore, all students must maintain satisfactory academic progress (SAP) in order to receive aid for which they have been deemed financially eligible. These specific guidelines and regulations are listed in the Financial Assistance Handbook and in the Academic Policies and Information section of this Catalog (See SAP for Financial Aid.).

Financial aid files are not complete until the student receives a rose-colored MCC Award Letter. Students must have a completed financial aid file and a MCC Award Letter before registration day or be prepared to pay tuition and fees. For financial aid to be guaranteed for the term, a student should have files completed as follows: by July 1 for Fall Semester; by November 1 for Spring Semester; or by April 1 for Summer Session.

VETERAN INFORMATION: MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting official transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA): WIOA is a federally funded program designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. More information on the WIOA program is available from the MCC Workforce Development Center in Blair Hall (Building 100).

EDUCATIONAL POLICIES & GUIDELINES

ACADEMIC ADVISORS

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing and multifaceted, and is the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may be excluded from the student's GPA. The student must submit a written request for academic forgiveness to the Vice President of Student Services.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per term. Average full-time enrollment for most students will vary between 16 and 21 hours of credit. Students who wish to carry more than 22 credit hours must have approval from their academic advisor unless their curriculum requirements, as stated in the Catalog, require more than 22 hours in a particular term. This includes all credit hours from concurrent enrollment arrangements with other post-secondary institutions. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor and the Vice President of Student Services.

Semester hours are awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory, one semester hour of credit for each ten hours per week of cooperative work experience, and one semester hour of credit for each three hours per week of clinical. Contact hours are the actual amount of time (clock hours) spent in class, shop, or lab for each course. Credit hours are the academic credit awarded and used for tuition and graduation purposes.

ADVANCED STANDING

Montgomery Community College has established procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved, but are not used in GPA calculation and will generate no grade points.

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS (AP). Through the Advanced Placement program sponsored by the College Board, high school students have the opportunity to complete college-level courses and to demonstrate college-level achievement through examinations. MCC awards credit for Advanced Placement test scores for some courses. Successful completion of the exam (score of 3 or higher) is required for awarding credit. Students interested in receiving AP credit must request that an official AP score report from the College Board be sent to the MCC Enrollment Office for evaluation.

ADVANCED PLACEMENT FOR EARNED HIGH SCHOOL CREDITS. Through a statewide articulation agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System, students may be eligible to receive college credit after completion of specified Career Technical Education (CTE) high school courses. The students must have earned a grade of A or B on the high school course; must have received a raw score of at least 93 on the standardized post-assessment test; and must enroll at the community college within two years of high school graduation. The student's official high school transcript must include the CTE post-assessment scores. For advanced placement procedures and a complete list of high school courses, contact an area high school counselor or the MCC Enrollment Coordinator.

Curriculum Information & Policies

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be allowed for up to 25% of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from the Enrollment Office.

CONTINUING EDUCATION UNITS (CEUs). Students desiring to transfer credits into the curriculum division from a course completed through a Continuing Education program at an accredited post-secondary institution may do so according to the following guidelines:

1. The student must request that the Enrollment Coordinator review his/her Continuing Education course work for possible transfer credit into a curriculum program.
2. Student Services staff will consult with the lead instructor of the student's curriculum program who will determine whether the courses or units are relevant to the curriculum program.
3. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.
4. Continuing Education grades of S or P will be considered for credit; no CEUs will be used in computing the GPA.
5. No more than 75% of the curriculum's total credit hours required for graduation can be continuing education units.
6. Proficiency examinations may be required before transfer credits are awarded for CEUs.

CREDIT-BY-EXAMINATION. A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. However, no more than 75% of the program's total credit hour requirement may be earned through the Credit-By-Exam process. A student requesting this type of credit must:

1. Register for the course according to regular registration procedures set forth by the College and pay the required tuition.
2. Complete the Application for Credit-By-Examination unless the course has been given prior approval to be administered on an individual or group basis.
3. Submit the completed application to the appropriate Program Head and Vice President of Instruction.
4. Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination should be completed by the 10% reporting date of the term of application for credit to be awarded.
5. Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.
6. The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of D, F, or I for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS. Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a C may be transferred. All course credit will be evaluated on merit and relevance. Course credit over ten years old must be approved by the Vice President of Student Services, after consultation with the appropriate lead instructor or program head. Some courses with a technical or skill content have a time limitation of less than five years. This includes credits earned at MCC as well as other post-secondary institutions. The program heads determine the specific courses under this category. In such instances, students may complete proficiency examinations, when appropriate and available, to receive credit for those courses.

For Dental Assisting, Medical Assisting, and Practical Nursing, major courses and Anatomy and Physiology courses must have been completed within the three years prior to enrollment to be considered for credit. More information about these transfer time limits is available from the Enrollment Office. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Vice President of Student Services.

Curriculum Information & Policies

ADVERSE WEATHER POLICY (MCC CLOSING)

Adverse (severe) weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, hurricanes, etc. Should it be necessary to close the College due to severe or adverse weather conditions, announcements will be made via the Blackboard Connect 5 system to those individuals who have submitted a completed Connect 5 form. Individuals registered for Connect 5 will receive a phone call, text message, or email. Announcements will also be available through radio and television stations listed below. Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system.

Television Channels
WBTV 3 – Charlotte; WSOC 9 – Charlotte; WFMY 2 – Greensboro; WGHP 8 – Greensboro; WRAL 5 – Raleigh

Radio Stations
WABZ 100.9 FM: Albemarle; WSPC 1010 AM: Albemarle; WZKY 1580 AM: Albemarle; WSOC 103.7 FM: Charlotte; WQMG 97.1 FM: Greensboro; WMAG 99.5 FM: Greensboro; WJRM 1390 AM: Troy

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction will review the appeal and make the final determination concerning readmission.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20% of the class. Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

CAMPUS SECURITY ACT

In 1990, the Campus Security Act was signed into law. The implications of the law affect, to some extent, all postsecondary institutions. More importantly, it involves the entire campus community in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires MCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at **https://www.montgomery.edu/college-information.html** and printed copies are available from the Business Office.

CAREER INFORMATION

Students, alumni and citizens in the community should be able to make informed career decisions and develop well-organized job portfolios with the assistance of the MCC Workforce Development Center. Free services include career and personal assessments, employment readiness preparation, job placement assistance, resume preparation, and career counseling. Students and job seekers have access to resources that provide extensive career exploration and job searches. Customers also have access to representatives from the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, Montgomery County Schools, Troy Housing Authority, and Youth Support Services, as well as MCC services. The Center is located on the MCC campus and is open Monday through Friday.

Curriculum Information & Policies

CATALOG OF RECORD

Montgomery Community College operates under the semester system. Fall and Spring semesters are each sixteen weeks in length. Summer sessions are eight weeks in length. Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CHILDREN ON CAMPUS

To guard against the disruption of MCC's educational environment, children of students should not be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation session, and computer or library labs/sessions. Children of employees should not be brought to campus during the employee's regular working hours. Children of visitors must be supervised by the parent or guardian while on campus or at any approved off-campus class site. The College assumes no responsibility for children, or for any accidents or injury incurred by children in an unsupervised situation not approved by the college administration.

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights should express their grievance in writing to their advisor with a copy going to the MCC Human Resources (HR) Coordinator. Should the complaint involve the advisor in such a way that the student feels he/she cannot take the complaint to the advisor, then the initial written complaint may be made directly to the HR Coordinator. If the HR Coordinator is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College Ad Hoc Compliance Committee. This committee is composed of the Vice President of Instruction, Vice President of Student Services, and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student may appeal to the MCC Board of Trustees as outlined in the Student Conduct and Code section of the Student Handbook (Student Grievance Procedure). Further appeals may be made directly to the Office of Civil Rights, U.S. Dept. of Education, 101 Marietta Tower Suite 2300, Atlanta, GA 30323.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100% tuition refunds in the event of class or program cancellations or students may choose another class or program.

COUNSELING AND ASSESSMENT SERVICES

Professional counselors provide counseling services designed to give assistance to students in the areas of academics, researching college transfer opportunities, and in resolving personal issues and/or crises as they relate to the student's education. Information concerning entrance and graduation requirements, financial assistance, employment trends and job opportunities, transfer opportunities, labor market information, student activities and appropriate referral to support agencies are some of the services provided. Additionally, referral to support agencies when needed is another service provided. Students are seen on a walk-in basis or by appointment made with a member of the counseling staff, whose offices are located in Blair Hall (Building 100).

Academic and career counseling is provided to assist students in understanding the various types of curriculum programs available at the College. Clarification of program qualifications and prerequisites are explained.

Transfer counseling is provided to assist students who are interested in transferring to a four-year institution. Inquiries made concerning transfer options are forwarded to the Dean of Arts & Sciences. The Dean is available to answer specific questions about the appropriate courses to take for transfer. More information about academic advising is available on the College's website.

Curriculum Information & Policies

Personal counseling is provided to assist students in career/decision-making skills, job-seeking skills, employment referrals, assessment and testing, and personal/life skills. When necessary and with the student's permission, the counseling staff may make referrals to community resources and/or agencies if additional assistance is needed to secure the student's academic success while enrolled at MCC.

The Counseling Services staff coordinates assessment services for NCDAP Accuplacer. The results of this assessment instrument are used to advise students on the appropriate English/Reading and/or math courses needed. The counseling staff conducts other assessments that may be required for specific curriculum programs. In addition, COPS, and Self-Directed Search assessments are given to students that need assistance in career development.

COURSE REPETITION POLICY (CURRICULUM)

A student may repeat courses in which he/she has earned a grade below a C in an effort to earn a higher grade or raise the overall grade point average. The higher of the grades will be used as the grade of record in computing the cumulative grade point average. All grades received will remain on the student's transcript. A student may repeat through an audit procedure a course in which he/she has made a C or higher. Regular tuition charges apply for students repeating the class excessively. Any student who has completed a course with a grade of C or better may not displace a new student for the course.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25% of the total number of credit hours required for graduation in a particular program must be taken at Montgomery Community College. No more than 75% of required credit hours can be accepted as transfer credit and/or credit-by-examination.

COURSE SUBSTITUTION POLICY

Course substitutions must be approved by the student's academic advisor, the appropriate Program Head, and the Vice President of Instruction. Course substitutions will be very limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25% of the credit hours required for graduation.

CRIMINAL RECORD, DRUG TESTING & HEALTH SCREENING

Affiliating agencies used by selected MCC programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

EVENING PROGRAMS

The College offers evening programs which include many of the credit courses offered during the day, as well as non-credit courses primarily for personal enrichment or occupational upgrading or retraining. Credit courses at night allow the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The release of personal information pertaining to curriculum students is under the general supervision of the Vice President of Student Services. To safeguard the welfare of each student, personal information is given only to authorized individuals as specified in the Family Education Rights and Privacy Act (FERPA) of 1974. The Act provides many safeguards regarding the confidentiality of and access to student records. For more information, consult the MCC Student Handbook.

1. Students may review their educational records by making a written request to the Enrollment Coordinator.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for auditing or accrediting organizations. The Vice President of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. MCC does not publish or distribute any personally identifiable information unless mandated by legislative action.

Curriculum Information & Policies

FIRST AID

First aid kits are located in the hallways of all campus facilities. All accidents should be reported to the instructor and to the Student Services Division.

FOOD SERVICE

Vending machines containing a selection of food and beverage options are located in each building on campus.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

Grade	Explanation	Quality Points Per Credit Hour
A (90-100)	Outstanding	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (Below 60)	Failure	0
AP	Advanced Placement	0
AU	Audit of a Course	0
CE	Credit by Proficiency Exams	0
CT	Credit by Transcript	0
FA	Failure Due to Non-Attendance	0
I	Incomplete	0
NG	No Grade Issued by Instructor	0
P	Passing (used for developmental courses with DMA and DRE prefixes)	0
R	Repeat (used for developmental courses with DMA and DRE prefixes)	0
S	Satisfactory Progress	0
U	Unsatisfactory	0
W	Official Withdrawal	0

An asterisk (*) immediately following a grade indicates that the course is not applicable to the student's current program of study or is a developmental course. These grades are not included in the totals for GPA calculations.

Although quality points are not awarded for marks of AP, CE, and CT, students receiving these grades do earn the appropriate credit hours according to the course's assigned value. A grade of Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to a grade of F unless additional time is granted by the instructor. A grade of Incomplete will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to a grade of F due to lack of proper action by the student. The student will be informed of variations in the grading system during the first week of class. Exception: Special Credit students may be given a grade of W (withdrawal) on the course(s) without officially withdrawing.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures should be followed:

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate Program Head.
3. A final review may be made by the Vice President of Instruction in consultation with the Vice President of Student Services and/or all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

Curriculum Information & Policies

The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the college, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

A student must:

1. Satisfy course requirements by completing at least 25% of the semester credit hours in a degree, diploma or certificate program through instruction offered by the institution awarding the degree.
2. Be enrolled at MCC during the term for which program requirements are completed. This may be waived only when extenuating circumstances exist and with the approval of the Vice President of Student Services, in consultation with the appropriate instructor.
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
4. Possess a program GPA of at least 2.00.
5. Remove all financial obligations to MCC.

HONORS AND AWARDS

Each student enrolled in a curriculum program that leads to a certificate, diploma, or degree is eligible for placement on Academic Honors lists when he/she meets the specified grade requirements. Special credit students are not eligible.

President's List: The President's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of 4.00 for the term with no incomplete grades.

Dean's List: The Dean's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a B.

Honors List: The Honors List is composed of students who are enrolled for 6-11 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a B.

HOUSING

The College has no dormitory facilities; therefore, students who need housing must make their own living arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use information posted on student bulletin boards, local newspapers, and a list of local realtors as tools in obtaining housing.

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, academic advisor, program head, and the Vice President of Instruction. Completed applications should be submitted to the Enrollment Coordinator at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class. The student's registration form may show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid may not be eligible for independent study for pay purposes except when approved for special study.

INMATE EDUCATION

Montgomery Community College offers educational programs and courses to the residents of Southern Correctional Institution, the local prison facility.

Curriculum Information & Policies

JOB REFERRAL SERVICES

The Workforce Development Center at MCC is a partnership of several agencies that collaborate to bring workforce development and preparedness to individuals in the community at a one-stop-shop location. Partners include Montgomery County Schools, Vocational Rehabilitation, Employment Security Commission, Troy Housing Authority, Richmond County Support Services, Department of Social Services, MCC, and Regional Consolidated Services (Local Area).

ORIENTATION

The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to explain policies and regulations of the College. All new students are encouraged to participate in an online or face-to-face orientation program. An orientation materials packet containing information about campus services is also available in Student Services. Topics may include: calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, transitional studies program, SGA, policies and procedures regarding educational records and privacy of those records, and procedural due process.

REGISTRATION

Courses are offered as outlined in each program area. Each individual must officially register for each course he/she attends. Registration is held at designated times each term as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures. Registration is complete when all tuition and fees are paid or deferred by the Business Office. No person can participate in or attend any course unless he/she is officially registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences.

RELIGIOUS OBSERVANCE

MCC recognizes the existence of diversity in religious beliefs. Out of respect for individual religious convictions, the College will allow two excused days of absence per academic year. At least two weeks prior to the leave, the student must submit in writing to all of his/her instructors for the term what day(s) he/she requests as a religious observance. The student will be given the opportunity to make up any class work, clinical/co-op hours, or tests missed during the excused day(s).

SOCIAL SECURITY NUMBERS

Social Security Numbers are used for the purpose of record and file identification only. Applications submitted without a Social Security Number require additional processing and may cause a delay in entry of the application. For some purposes (for example, tuition tax credit documents such as 1098T and federal financial aid), social security numbers are required.

STANDARDS OF PROGRESS

ACADEMIC STANDARDS OF PROGRESS: Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's term and cumulative GPA are reviewed. Special standards of progress for Dental Assisting, Medical Assisting, and Practical Nursing students are published in the respective handbooks for these majors. Special standards are also in place for the Gunsmithing program; the standards are published in the program handbook. Standards for students enrolled in any of these programs supersede standards for students enrolled in other programs at MCC.

GRADE POINT AVERAGE (GPA) TO DETERMINE STANDARDS OF PROGRESS: The GPA is computed by dividing the total quality points earned by the total credit hours attempted. To satisfy graduation requirements, a 2.00 program GPA is required for all degree, diploma, and certificate programs. When a student's term GPA falls below 2.0, the appropriate action(s), as described below, will be taken.

ACADEMIC ALERT: If a student's term GPA falls below 2.0, the student will be placed on academic alert. Academic alert is a non-punitive intervention that serves to alert the student, the counselors, and instructors to potential academic issues. Students on academic alert must discuss their academic status with their faculty advisor or other designated college staff member. If the term GPA improves at the end of the next term, the student returns to a good standing status.

ACADEMIC PROBATION: A student whose term GPA remains below a 2.0 for two consecutive terms will be placed on academic probation. Students on academic probation are required to consult with the Director of Counseling Services or other designated college representative and may be required to reduce their course load, repeat

courses, or register for foundational studies classes to strengthen their educational background. Students failing to see a counselor or designated college representative by the end of the term in which they are notified of probationary status will not be allowed to reenroll for the next term. Students may remove themselves from academic probation by reestablishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION: A student whose term GPA remains below a 2.0 for a third consecutive term will be placed on academic suspension for one term. Students on suspension may register for Continuing Education courses, but may not register for curriculum courses during the suspension period unless approved by the Director of Counseling Services after consultation with the student's program advisor. At the discretion of the Director and with concurrence of the advisor, students may request a waiver of the one term suspension to continue their studies. The Director and advisor will review the reasons for the request and determine if a waiver is justified. Suspended students who request and receive approval to register must adhere to the requirements established by the Director of Counseling Services.

For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The Director of Counseling Services and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION: Students who wish to appeal the suspension status may do so by submitting a written request to the Vice President of Student Services. The appeal should include a realistic plan for working toward achieving good academic standing, recognition of the issues that may have led to the student's academic struggles, and a strategy to resolve those issues. The Vice President and a team of other involved college staff (counselor, academic advisor, program head, etc.) will review the appeal and notify the student of their decision.

REINSTATEMENT FROM ACADEMIC SUSPENSION: After the suspension period has ended, the student may once again enroll in curriculum courses at the college. The re-admitted student will continue to be on academic probation until his/her cumulative GPA has improved to the required level. Upon their return, students must take the appropriate course work determined by the Director of Counseling Services and academic advisor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated. Entry into another program of study during a suspension period may be approved only by the Director. No student may be reinstated from academic suspension more than twice over any consecutive three year period in the same program of study.

Students who are suspended for disciplinary reasons must have approval from the Vice President of Instruction or Vice President of Student Services, depending upon the nature of the disciplinary issue, to reenroll.

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers, legislative representatives, and other visitors on campus. Therefore, although MCC students may dress informally, they are encouraged to be clean and dress properly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. The Student Code is directed toward breeches of the Articles of Student Conduct as set forth in the Student Handbook.

STUDENT GOVERNMENT ASSOCIATION (SGA)

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participation in SGA activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Vice President of Student Services, as well as the President's Administrative Cabinet at the College.

Curriculum Information & Policies

SGA Clubs & Organizations. There are various clubs and organizations at MCC for students to join. Each club/organization has a faculty or staff advisor and an elected representative to the Student Government Association. More information on each club is available in the Student Handbook. MCC clubs/organizations are:

Alpha Beta Chi (Early Childhood) Club	Gunsmithing Society	Phi Beta Lambda (PBL)
Criminal Justice Club	Human Services Club	Phi Theta Kappa (PTK)
Dental Assisting Club	Medical Assisting Club	Practical Nursing Club
Forestry Club	Minority Male Mentoring Club	Student Ambassadors

STUDENT LIFE

Students at Montgomery Community College have specific educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed or retired. Many have family and job responsibilities. From this diversity of people, comes one common factor – each is an individual with a desire to learn.

MCC offers a formal education in a relaxed atmosphere. Classrooms and restrooms are designed to be easily accessible to handicapped students. The Student Lounge, located in Blair Hall (Building 100), is a place where students may eat, relax, or enjoy a game of pool or ping pong. Volleyball and basketball courts are located beside the MCC Workforce Development Center.

STUDENT RIGHTS & RESPONSIBILITIES

By entering classes at MCC, students take upon themselves certain responsibilities and obligations that include an honest attempt to academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are present in a democratic and collegiate environment.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Additionally, all students are responsible for the completion of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

TRANSCRIPTS

Upon written request, the College will provide students with copies of their academic and financial aid transcripts. Students may receive or have transmitted copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) the student has an unpaid financial obligation to the College; (2) the student has an overdue library book(s), equipment, or materials belonging to the College; or (3) there is an unresolved disciplinary action against the student.

TRANSFER OPPORTUNITIES

COMPREHENSIVE ARTICULATION AGREEMENT: In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the North Carolina Community College System developed and approved a Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina System. CAA courses are identified in the Course Descriptions section of the College Catalog. Students must earn a grade of C or better for courses to transfer as part of the CAA.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC): The CAA identifies a set of courses which are universally transferable to all UNC institutions as part of the Universal General Education Transfer Component (UGETC). If a student obtains a grade of C or above in a UGETC course, the course is guaranteed to transfer from any community college to any of the UNC institutions for general education credit.

Curriculum Information & Policies

ARTICULATION AGREEMENTS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS: Many private colleges and universities also accept courses for transfer credit and have their own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult the Dean of Arts & Sciences and the Admissions Office at the senior institution for additional information.

TUTORIAL SERVICES

The College provides tutorial services for those students who may be at risk of failing a course. Students interested in receiving or providing tutorial assistance should consult with Director of Counseling Services. A student may be referred for tutorial services by an instructor or counselor based on the individual's academic performance in class. A student may also self-refer if he/she does not have a clear understanding of the course content, based on the results of the instructor's academic assessment.

UNOFFICIAL DROP BY INSTRUCTOR

To receive credit for a course, a student must attend a minimum of 80% of class and 80% of lab hours; some programs have stricter attendance policies. When a student has missed two consecutive classes, the instructor will notify the counseling staff who will conduct follow-up procedures in an attempt to determine the reason for the student's absences. For students who are nearing the maximum number of allowable absences, an instructor must submit an Unofficial Drop Notice by Instructor. A student may also be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may submit an appeal to the Vice President of Instruction and request readmission to the class. The Vice President and the appropriate instructor will review the facts of the appeal, such as the reason for the absences and whether or not the student communicated with the instructor. Based on the results of the review, the Vice President will make the final determination concerning readmission. The grade issued for classes from which the student has been unofficially dropped is F; students may remove the grade of F by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete an official withdrawal form in Student Services. A student is not officially withdrawn until he/she processes a formal withdrawal form with the Enrollment Office. The effective date of withdrawal is the date the Enrollment Office receives the form. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to reenroll, and to transfer credits. No student will be allowed to officially withdraw from any classes after the term has ended.

Failure to officially withdraw may result in a grade of F or FA (failure due to attendance issues) for the student on all courses for which he/she is enrolled. If a student completes the official withdrawal process, the student may be given a grade of W for the class(es). Quality points will not be computed nor credit given. A student who withdraws from a course or the College after the 75% point of the term may be given a grade of F/FA on all courses. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Vice President of Student Services must approve the waiver of the grade of F/FA.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

Title IV regulations require that each student receiving federal aid maintain satisfactory academic progress. Satisfactory progress is measured by both a qualitative and a quantitative standard. The MCC SAP procedure is outlined below and measures **all credits** included in a student's academic history (all MCC college credits, including those taken while still enrolled in high school; transfer credits; & remedial credits) regardless of whether financial aid has been previously received. *Remedial credit will not be counted in a student's completion rate or 150% calculation, only in GPA.

Increment 1: 0 - 24 credit hours attempted (measured at the end of the semester)

Completion rate required:	60%	Your current progress:_____
Required GPA:	1.75	Your current progress:_____

Increment 2: 25+ credit hours attempted (measured at the end of the semester)

Completion rate required:	67%	Your current progress:_____
Required GPA:	2.00	Your Current Progress _____

The financial aid GPA/completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/completion rate. There are no exceptions.

Curriculum Information & Policies

Financial Aid Terms and Conditions

Both a Quantitative (cumulative completion rate) and Qualitative (cumulative GPA) standard must be maintained to receive aid. The cumulative completion rate is calculated by dividing the completed credit hours by the attempted credit hours. SAP will be evaluated each semester after grades have been recorded by the registrar. Successfully completed grades are A, B, C, D, P, S, CE; unsuccessful grades are F, FA, R, RA, I, W, AU, NA. All students receiving aid must successfully meet the required standards for each increment listed above. Failure to meet these standards may impact the student's eligibility for financial aid and ability to register. For purposes of rounding, students who receive a completion rate of 66.5% or higher are considered to have met the 67% completion rate requirement.

150 PERCENT RULE: Students are only allowed to attempt a limited number of credit hours under federal financial aid guidelines. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit. This regulation applies to all students, including those that have not previously received aid. For example, if the degree requires 70 hours to complete, the 150% maximum timeframe would be 105 attempted hours. For diploma students, if the diploma requires 40 hours to complete, the maximum timeframe would be 60 attempted semester hours. Up to thirty (30) hours of remedial coursework will not be included in this calculation. Students must make other arrangements to pay their educational costs if their financial aid is terminated. Students pursuing a second major after graduation may be considered for appeal. REMINDER: All attempted credits count toward the 150% point even if they are not included in your current active curriculum.

LIMITS ON FINANCIAL AID ELIGIBILITY: Students who are enrolled in two concurrent curriculum programs (major/minor) will receive funding for eligible classes in their primary program (major). An exception occurs if the student is completing their primary program and is beginning another curriculum program during the same semester. In that case, the student will receive funding for both curriculum programs for that semester only. All additional curriculums must be approved by appeal from the Financial Aid Office.

A student may receive aid for up to two (2) one-year diplomas or two (2) associate degrees. After a student has completed two degrees, two diplomas, or one degree and one diploma they are no longer eligible to receive financial aid at MCC. Note: Certificates not leading to a diploma or degree count as one completed degree.

REMINDER: After receiving financial aid for 12 full time semesters students will no longer be eligible for aid from the federal government.

WITHDRAWAL: All courses attempted are used in calculating the SAP. Withdrawals (W) and grades of F, AU, FA, R, RA, and I (Incomplete) count as hours attempted, but do not count towards successfully completed hours. If a student changes curriculums, all of the courses previously attempted will apply to the current SAP calculation. Grades of F, FA, R, and RA affect the student's GPA. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

ACADEMIC AMNESTY: Academic progress regulations do not provide for the concept of academic amnesty whereby students apply to have credits attempted or grades earned excluded from the institution's GPA calculation. All credits attempted and grades earned will be included in the student's GPA and pace of progression standards.

TRANSFER CREDITS: In addition to being factored into the completion rate requirement as attempted and completed credits, a student's maximum time to receive financial aid will also be reduced by the equivalent transfer of credit hours towards his/her degree. Transfer credit is determined by the Enrollment Coordinator. Credits needed for the current curriculum will be added to the transcript at the time of admission to MCC. Each time the curriculum changes the Coordinator will reevaluate all transcripts on file to determine what new courses could be counted towards graduation. Once transfer credits have been added they will not be removed.

WARNING: A student is placed on warning when SAP is not maintained. A student on warning may receive financial aid for their next enrollment term, but must return to satisfactory academic progress within the allowed term or the student will be terminated from financial aid eligibility. Students who are ineligible for aid under the 150% rule do not qualify for a warning period.

Curriculum Information & Policies

WARNING NEAR MAXIMUM TIMEFRAME: Students who have attempted approximately 80% of the maximum allowable credit hours for their program of study will be considered Warning Near Maximum Timeframe. At this point all credits are reviewed to determine if enough hours remain to complete the degree. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit.

MAXIMUM TIMEFRAME: Students who have attempted the maximum allowable credit hours, 150%, of their program of study will have their financial aid suspended. Students have the right to appeal.

SUSPENSION/REGAINING ELIGIBILITY FOR AID: Students on a warning status who fail to meet the standards outlined above are ineligible for aid. With the exception of an approved appeal request, the only manner by which a student may regain eligibility is by completing classes at their own expense and achieving the minimum SAP requirements.

APPEAL: All students are eligible to appeal their financial aid suspension status by completing and submitting the appeal form found on the financial aid page of the college's website; the form is also available in the Financial Aid Office. All supporting documentation must be attached or the appeal will not be accepted. Appeals are presented to the Financial Aid Committee for adjudication. The student will be notified by email/mail. All aid remains terminated until the student receives notification that the appeal was approved for the next period of enrollment and the student agrees in writing to the conditions of appeal. Appeals are granted only in documented cases of serious illness, death of an immediate family member, natural disaster, or other traumatic episode.

PROBATION: If a status of Suspension is appealed and approved, a status of Probation is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.5, a term completion rate equal to 100% and to comply with all conditions of appeal. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled for the term. If a student withdraws or fails a course during a term dropping the term completion rate below 100%, does not maintain a term GPA greater than or equal to 2.5, or meet all conditions of appeal agreed upon in writing, the appeal is terminated and the student will receive a terminated status. Once a student receives a termination status they are no longer eligible to appeal without regaining eligibility first.

REMEDIAL CLASSES: Remedial classes count toward the financial aid GPA calculation. Students may receive aid for 30 remedial credit hours only. If one or more modules of a remedial math shell is passed, but the complete shell is failed the student will be charged again for a total shell when they register. The financial aid GPA/Completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/Completion rate. There are no exceptions. *Up to 30 hours of remedial coursework will be excluded from the 150% maximum timeframe calculation.

REPEATING COURSES: Repeating a course is allowed when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP. Please note: A student may repeat a course one time in which they received a passing grade.

COURSES OUTSIDE THE CURRICULUM: It is the student's responsibility to register for courses in their program of study. Award amounts are based only on courses in a student's program of study.

CLOCK HOUR PROGRAMS: Students enrolled in clock hour programs (e.g. BLET) will have SAP evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Maximum Timeframe is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) For example, if the program is 1200 clock hours and meets 30 clock hours per week, that means the program is 40 weeks in length. 150% of 40 weeks is 60 weeks. A student may receive aid while enrolled in this program for up to 60 weeks to complete the 1200 clock hours required for graduation.

CLOCK HOUR CONVERTED PROGRAMS FOR PAYMENT: Awards will be modified for all diploma programs that do not lead to an associate degree (Basic Law Enforcement Training, Dental Assisting, Nurse Aide, Phlebotomy, Practical Nursing, Taxidermy). If a student is in a clock hour converted program and attends courses in both mini-semesters, payment is made for the cumulative total of hours for the semester. Clock hour conversions always round down to the closest whole number and payment is made on that number (ex: 5.1 + 6.4 = 11.5 is paid 11).

Curriculum Information & Policies

MINIMESTER PAYMENT: A student must register upfront for every class the term for which they wish to receive financial aid. Students will be paid after the first applicable census date for the amount of hours they are enrolled in, have attended, and have actively participated in, through the published 10% of the term. The student's aid will be adjusted to pay the amount of current enrollment at this point. Final financial aid amounts will not be credited to a student account before the 10% census date. If a student has registered up front for a minimester course, they will be paid for it after attendance has been verified. No additional awards will be made for the term if a class is added after the first applicable census date. Likewise, students who fail to complete the entire term may be subject to an overpayment.

NOTICE: ***Responsibility for registering for courses in one's program of study, monitoring the progression toward graduation, and avoiding SAP ineligibility lies with the student***. When students enroll at MCC, they choose their course of study and have ready access to the course requirements. While MCC provides advisement and counseling to students in an effort to facilitate a student's educational interests and goals, this SAP policy is mandated by the federal government and may not be altered, ignored, or regulated on the grounds of improper or misinterpreted advisement.

All notices regarding academic progress for financial aid purposes will be sent to the email address found on the student's current FAFSA application. The student is responsible for monitoring this mailbox and/or updating their email address on the FAFSA.

The Financial Aid Office may adjust the student's award amount, pending changes in eligibility status or the availability of federal/state funds. The Financial Aid Office will certify the student's enrollment status at the end of the drop/add period for each semester. All awards will be adjusted at this time to reflect the student's actual enrollment status. If the student registers for classes they must officially drop the class(es) before the first day of class or they may be responsible for all charges incurred. Not all certificate programs are eligible for financial aid.

SUMMER SESSION: Credit hours attempted and completed during a summer session are included in the calculation of SAP. State funded financial aid is not available during summer session. Award amounts are based on full-time attendance for the fall and spring terms and will be pro-rated according to the number of registered hours. Summer aid is not available for students that attend full time fall and spring terms.

Students are required to notify the financial aid office if they receive financial assistance such as a scholarship, grant, or loan from an outside source since this may affect their eligibility for financial aid. The student must also notify the financial aid office if they change their name, address, phone number or email. The College will use the student's financial aid funds to pay for outstanding tuition, fees, books and other charges incurred. Remaining funds will be disbursed during the semester. If the student receives aid they are not entitled to, it will be their responsibility to repay those funds. If a student is taking classes at two different colleges they can only receive aid at one college.

REPAYMENT OF TITLE IV FUNDS POLICY: Financial aid recipients who completely withdraw (officially/unofficial instructor drop/administrative drop) or fail to actively participate in all of their classes on or prior to the 60% point of the academic term will be subject to repayment terms (Return of Title IV funds policy) as outlined by the Department of Education. Simply logging into an online class does not count as participation. If disbursement has already been made to the student, it is the student's responsibility to repay all funds due to MCC and/or the Department of Education. Federal regulations require a formula be used based on number of calendar days in the term and the number of days of active participation by the student before withdrawal to determine how much financial aid was 'earned' by the student. The difference between aid disbursed and aid earned will be used to calculate how much the student must repay. For complete information please visit our website: **https://www.montgomery.edu/financial-aid-handbookprocedures/penaltiesrepayment**.

Curriculum Programs of Study

Associate in Applied Science

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training. AAS programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

College Transfer Programs

Associate in Arts

The Associate in Arts degree (AA) shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in Engineering

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Associate in Fine Arts in Music

The Associate in Fine Arts (AFA) in Music degree shall be granted for a planned program of study consisting of a minimum of 60-61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Curriculum Programs of Study

Associate in Science

The Associate in Science (AS) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in General Education

The Associate in General Education (AGE) curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided. Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Certificate and Diploma Programs

Certificate and diploma programs are designed to provide entry-level employment training. A certificate program consists of 12-18 SHC; diploma programs consist of 36-48 SHC. Diploma and/or certificate options are offered in some AAS degree programs, and credits earned from these options may be applied toward the higher level credential. These options are noted in the individual program sections of this catalog.

Foundational Studies

Foundational studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Foundational studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Foundational courses begin with course number of "0" (i.e. DRE 097). Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

Programs of Study

Air Conditioning, Heating, & Refrigeration Technology
College Transfer Programs:
- Associate in Arts
- Associate in Engineering
- Associate in Fine Arts in Music
- Associate in Science

Associate in General Education
Basic Law Enforcement Training
Business Administration
Criminal Justice Technology
Dental Assisting
Early Childhood Education
Electrical Systems Technology
Forest Management Technology
Gunsmithing
Human Services Technology
Human Services Technology: Developmental Disabilities
Hunting & Shooting Sports Management
Industrial Systems Technology
Information Technology
Medical Assisting
Medical Office Administration
Metal Engraving
Nurse Aide/Health Science: Therapeutic & Diagnostic Services
Office Administration
Phlebotomy/Health Science: Therapeutic & Diagnostic Services
Practical Nursing
Taxidermy
Welding Technology
Foodservice Technology *(offered only at Southern Correctional Institution)*

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

A35100

A.A.S. Degree/Diploma/Certificates

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Curriculum Programs of Study

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

A35100

A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
@# + *	AHR	110	Intro to Refrigeration		2	6	5
+ *	AHR	111	HVACR Electricity		2	2	3
@# + *	AHR	113	Comfort Cooling		2	4	4
@# + *	AHR	160	Refrigeration Certification		1	0	1
*	AHR	211	Residential System Design		2	2	3
			Total		**9**	**14**	**16**
Spring Semester (First Year)							
@ *	AHR	112	Heating Technology		2	4	4
@# *	AHR	114	Heat Pump Technology	P/C	2	4	4
+ *	AHR	133	HVAC Servicing	P/C	2	6	4
# *	AHR	151	HVAC Duct Systems I		1	3	2
+	AHR	180	HVACR Customer Relations		1	0	1
*	AHR	213	HVAC Building Codes		1	2	2
			Total		**9**	**19**	**17**
Summer Session (First Year)							
*	ENG	111	Expository Writing	P/C	3	0	3
*	PSY	150	General Psychology		3	0	3
			Total		**6**	**0**	**6**
Fall Semester (Second Year)							
	AHR	212	Advanced Comfort Systems	P/C	2	6	4
	CIS	110	Intro to Computers		2	2	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
	Math requirement – choose one				2	2	3
	MAT	110	Math Measurement & Literacy **or**	P/C			
	MAT	121	Algebra/Trigonometry I	P/C			
			Total		**9**	**10**	**13**
Spring Semester (Second Year)							
	AHR	130	HVAC Controls	P/C	2	2	3
	BUS	280	REAL Small Business		4	0	4
	ELC	117	Motors & Controls		2	6	4
	HUM	110	Technology & Society		3	0	3
			Total		**11**	**8**	**14**

Total Semester Hours Required for AC, Heating, & Refrigeration Technology A.A.S. Degree:	**66**
* **Total Semester Hours Required for AC, Heating, & Refrigeration Technology Diploma:**	**38**
+ **Total Semester Hours Required for Air Conditioning Certificate:**	**18**
# **Total Semester Hours Required for Heat Pump Certificate:**	**16**
@ **Total Semester Hours Required for Heating Certificate:**	**18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Curriculum Programs of Study

ASSOCIATE IN ARTS
A10100
A.A. Degree

ASSOCIATE IN ENGINEERING
A10500
A.E. Degree

ASSOCIATE IN FINE ARTS IN MUSIC
A10700
A.F.A. Degree

ASSOCIATE IN SCIENCE
A10400
A.S. Degree

The Associate in Arts, Associate in Engineering, Associate in Fine Arts in Music, and Associate in Science degrees shall be granted for planned programs of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses in each degree. Within these degree programs, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Curriculum Programs of Study

ASSOCIATE IN ARTS

A10100

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A. • Universal General Education Transfer Component (UGETC) = 31-32 SHC

All Universal General Education Transfer Component courses will transfer for equivalency credit.

• English Composition – 6 SHC

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

• Humanities/Fine Arts/Communications – 9 SHC

Select **three** courses from at least **two** different disciplines: ART, COM, ENG, MUS, PHI

	ART	111	Art Appreciation	*	ENG	231	American Literature I		MUS	110	Music Appreciation
	ART	114	Art History Survey I	*	ENG	232	American Literature II	*	PHI	215	Philosophical Issues
	ART	115	Art History Survey II	*	ENG	241	British Literature I	*	PHI	240	Intro to Ethics
	COM	231	Public Speaking	*	ENG	242	British Literature II				

• Social/Behavioral Sciences – 9 SHC

Select **three** courses from at least **two** different disciplines: ECO, HIS, POL, PSY, SOC

	ECO	251	Principles of Microeconomics		HIS	112	World Civilizations II		POL	120	American Government
	ECO	252	Principles of Macroeconomics		HIS	131	American History I		PSY	150	General Psychology
	HIS	111	World Civilizations I		HIS	132	American History II HIS		SOC	210	Intro to Sociology

• Math – 3-4 SHC – Choose from the following courses.

* MAT 143 Quantitative Literacy
* MAT 152 Statistical Methods I (4 shc)
* MAT 171 Precalculus Algebra (4 shc)

• Natural Sciences – 4 SHC – Choose from the following courses.

BIO 111 General Biology I (4 shc)
* CHM 151 General Chemistry I (4 shc)
PHY 110 Conceptual Physics (3 shc) + * PHY 110A Conceptual Physics Lab (1 shc)

B. Additional General Education Hours – 13-14 SHC

Take 13-14 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

*	BIO	112	General Biology II (4 shc)	*	MAT	172	Precalculus Trigonometry (4 shc)		REL	211	Intro to Old Testament
*	CHM	152	General Chemistry II (4 shc)	*	MAT	263	Brief Calculus (4 shc)		REL	212	Intro to New Testament
	CIS	110	Intro to Computers	*	MAT	271	Calculus I (4 shc)		REL	221	Religion in America
*	CIS	115	Intro to Prog & Logic	*	MAT	272	Calculus II (4 shc)		SOC	213	Sociology of the Family
*	ENG	114	Prof Research & Reporting	*	PSY	237	Social Psychology		SOC	220	Social Problems
	HUM	110	Technology & Society	*	PSY	241	Developmental Psychology		SOC	240	Social Psychology
	HUM	120	Cultural Studies	*	PSY	281	Abnormal Psychology		SPA	111	Elementary Spanish I
	HUM	150	American Women's Studies		REL	110	World Religions	*	SPA	112	Elementary Spanish II
					REL	111	Eastern Religions				

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

Curriculum Programs of Study

C. Other Required Hours = 15 SHC

(1) Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

(2) Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

	ACC	120	Princ of Financial Accounting (4 shc)	*	MAT	172	Precalculus Trigonometry (4 shc)
*	ACC	121	Princ of Managerial Accounting (4 shc)	*	MAT	263	Brief Calculus (4 shc)
*	BIO	165	Anatomy & Physiology I (4 shc)	*	MAT	271	Calculus I (4 shc)
*	BIO	166	Anatomy & Physiology II (4 shc)	*	MAT	272	Calculus II (4 shc)
	BIO	275	Microbiology (4 shc)		PED	110	Fit & Well for Life (2 shc)
	BUS	110	Intro to Business		PED	117	Weight Training I (1 shc)
	BUS	115	Business Law		PED	118	Weight Training II (1 shc)
	BUS	137	Principles of Management		PED	122	Yoga I (1 shc)
	CJC	111	Intro to Criminal Justice	*	PED	123	Yoga II (1 shc)
	CJC	121	Law Enforcement Operations		PED	128	Golf, Beginning (1 shc)
	COM	110	Intro to Communication		PED	143	Volleyball, Beginning (1 shc)
	DRA	111	Theatre Appreciation		PED	145	Basketball, Beginning (1 shc)
	HEA	110	Personal Health/Wellness		PED	147	Soccer (1 shc)

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Total Semester Hours Required for Associate in Arts (AA) Degree: 60-61

• One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Curriculum Programs of Study

ASSOCIATE IN ENGINEERING

A10500
Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

A. • Universal General Education Transfer Component (UGETC) = 42 SHC

All UGETC courses will transfer for equivalency credit. Courses which are not classified as UGETC are *italicized.*

• English Composition – 6 SHC

* ENG	111	Writing & Inquiry	* ENG	112	Writing/Research in the Disciplines

• Humanities – 3 SHC – Select one course.

* ENG	231	American Literature I	* ENG	241	British Literature I	* PHI	215	Philosophical Issues
* ENG	232	American Literature II	* ENG	242	British Literature II	* PHI	240	Intro to Ethics
						+ *REL*	*110*	*World Religions*

+ REL 110 will transfer for equivalency credit to the engineering program at all 5 UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

• Fine Arts and Communication – 3 SHC – Select one course.

ART	111	Art Appreciation	COM	231	Public Speaking	MUS	110	Music Appreciation

• Social/Behavioral Sciences – 6 SHC

Required: ECO 251 Principles of Microeconomics

Select one course.

HIS	111	World Civilizations I	HIS	131	American History I	POL	120	American Government
HIS	112	World Civilizations II	HIS	132	American History II	PSY	150	General Psychology
						SOC	210	Intro to Sociology

• Math – 12 SHC (Each course = 4 SHC)

* MAT	271	Calculus I	* MAT	272	Calculus II	* MAT	273	Calculus III

• Natural Sciences – 12 SHC (Each course = 4 SHC)

* CHM	151	General Chemistry I	* PHY	251	General Physics I	* PHY	252	General Physics II

B. Other Required Hours = 18 SHC

(1) Academic Transition – 1 SHC

ACA 122 College Transfer Success – *ACA 122 must be completed within first 30 hours of enrollment.*

(2) Pre-Major Elective – 2 SHC

EGR 150 Introduction to Engineering

(3) Other General Education and Pre-Major Elective Hours – 15 SHC

Take 15 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

* CHM	152	General Chemistry II (4 shc)	DFT	170	Engineering Graphics	* MAT	280	Linear Algebra (4 shc)
* CSC	134	C++ Programming	ECO	252	Principles of Macroeconomics	* MAT	285	Differential Equations (4 shc)
* CSC	151	JAVA Programming	HUM	110	Technology and Society			

Total Semester Hours Required for Associate in Engineering (AE) Degree: 60-61•

• One semester hour of credit may be included in a 61 SHC Associate in Engineering program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Curriculum Programs of Study

ASSOCIATE IN FINE ARTS IN MUSIC

A10700

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

A. ♦ Universal General Education Transfer Component (UGETC) = 22-23 SHC

All UGETC courses will transfer for equivalency credit.

♦ English Composition – 6 SHC

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communication – 3 SHC

MUS 110 Music Appreciation

♦ Social/Behavioral Sciences – 6 SHC – Select two courses from two different disciplines.

ECO	251	Principles of Microeconomics	HIS	112	World Civilizations II	POL	120	American Government
ECO	252	Principles of Macroeconomics	HIS	131	American History I	PSY	150	General Psychology
HIS	111	World Civilizations I	HIS	132	American History II	SOC	210	Intro to Sociology

♦ Math – 3-4 SHC – Select one course from the following list.

* MAT 143 Quantitative Literacy (3 shc)
* MAT 171 Precalculus Algebra (4 shc)

♦ Natural Sciences – 4 SHC – Select one course from the following list.

BIO 111 General Biology I (4 shc)
* CHM 151 General Chemistry I (4 shc)

B. Additional General Education Hours – 3 SHC – Select one course from the following list.

All courses listed below are classified as UGETC *with the exception of the SPA course.*

ART	111	Art Appreciation	* ENG	232	American Literature II	* PHI	215	Philosophical Issues
COM	231	Public Speaking	* ENG	241	British Literature I	* PHI	240	Intro to Ethics
* ENG	231	American Literature I	* ENG	242	British Literature II	SPA	111	Elementary Spanish I

C. Other Required Hours = 34-36 SHC

(1) Academic Transition – 1 SHC

ACA 122 College Transfer Success

(2) Music Theory – 8 SHC

MUS 121 Music Theory I (4 shc)
* MUS 122 Music Theory II (4 shc)

(3) Applied Music – 4 SHC

MUS 161 Applied Music I (2 shc)
* MUS 162 Applied Music II (2 shc)

(4) Class Music – 2 SHC

MUS 151 Class Music I (1 shc)
* MUS 152 Class Music II (1 shc)

(5) Ensemble – 2-4 SHC – Choose 2-4 SHC from the following courses:

MUS	131	Chorus (1 SHC)	MUS	137	Orchestra I (1 SHC)	MUS	141	Ensemble I (1 SHC)
* MUS	132	Chorus II (1 SHC)	* MUS	138	Orchestra II (1 SHC)	* MUS	142	Ensemble II (1 SHC)
* MUS	231	Chorus III (1 SHC)	* MUS	237	Orchestra III (1 SHC)	* MUS	241	Ensemble III (1 SHC)
* MUS	232	Chorus IV (1 SHC)	* MUS	238	Orchestra IV (1 SHC)	* MUS	242	Ensemble IV (1 SHC)

(6) Other General Education and Pre-Major Elective Hours – 15-19 SHC

Take 15-19 additional SHC (depending on selection of math and ensemble courses) ***from the courses listed above or from those listed below***. Students should select these courses based on their intended major and transfer institution.

* BIO	112	General Biology II (4 shc)	SPA	111	Elementary Spanish I
CIS	110	Intro to Computers	* SPA	112	Elementary Spanish II
* PSY	241	Developmental Psychology			

Total Semester Hours Required for Associate in Fine Arts in Music (AFA) Degree: 60-61•

• One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Music program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Curriculum Programs of Study

ASSOCIATE IN SCIENCE

A10400

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC

All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ English Composition – 6 SHC

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 6 SHC

Select **two** courses from **two** different disciplines.

	ART	111	Art Appreciation	*	ENG	231	American Literature I		MUS	110	Music Appreciation
	ART	114	Art History Survey I	*	ENG	232	American Literature II	*	PHI	215	Philosophical Issues
	ART	115	Art History Survey II	*	ENG	241	British Literature I	*	PHI	240	Intro to Ethics
	COM	231	Public Speaking	*	ENG	242	British Literature II				

♦ Social/Behavioral Sciences – 6 SHC

Select **two** courses from **two** different disciplines.

	ECO	251	Principles of Microeconomics		HIS	112	World Civilizations II		POL	120	American Government
	ECO	252	Principles of Macroeconomics		HIS	131	American History I		PSY	150	General Psychology
	HIS	111	World Civilizations I		HIS	132	American History II HIS		SOC	210	Intro to Sociology

♦ Math – 8 SHC – Choose two courses from the following list.

*	MAT	171	Precalculus Algebra (4 shc)	*	MAT	263	Brief Calculus (4 shc)
*	MAT	172	Precalculus Trigonometry (4 shc)	*	MAT	271	Calculus I (4 shc)

♦ Natural Sciences – 8 SHC – Choose two courses from the following list.

	BIO	111	General Biology I (4 shc)	*and*	*	BIO	112	General Biology II (4 shc)
	CHM	151	General Chemistry I (4 shc)	*and*	*	CHM	152	General Chemistry II (4 shc)
	PHY	151	College Physics I (4 shc)	*and*	*	PHY	152	College Physics II (4 shc)
	PHY	251	General Physics I (4 shc)	*and*	*	PHY	252	General Physics II (4 shc)

B. Additional General Education Hours – 11 SHC

Take 11 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses.* Students should select these courses based on their intended major and transfer university.

*	CIS	110	Intro to Computers	*	MAT	152	Statistical Methods I		REL	212	Intro to New Testament
*	CIS	115	Intro to Prog & Logic	*	MAT	272	Calculus II (4 shc)		REL	221	Religion in America
*	ENG	114	Prof Research & Reporting	*	PSY	237	Social Psychology		SOC	213	Sociology of the Family
	HUM	110	Technology & Society	*	PSY	241	Developmental Psychology		SOC	220	Social Problems
	HUM	120	Cultural Studies	*	PSY	281	Abnormal Psychology		SOC	240	Social Psychology
	HUM	150	American Women's Studies		REL	110	World Religions		SPA	111	Elementary Spanish I
*	MAT	143	Quantitative Literacy		REL	111	Eastern Religions	*	SPA	112	Elementary Spanish II
					REL	211	Intro to Old Testament				

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

(7) Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

(8) Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

	ACC	120	Princ of Financial Accounting (4 shc)
*	ACC	121	Princ of Managerial Accounting (4 shc)
*	BIO	165	Anatomy & Physiology I (4 shc)
*	BIO	166	Anatomy & Physiology II (4 shc)
	BIO	275	Microbiology (4 shc)
	BUS	110	Intro to Business
	BUS	115	Business Law
	BUS	137	Principles of Management
	CJC	111	Intro to Criminal Justice
	CJC	121	Law Enforcement Operations
	COM	110	Intro to Communication
	DRA	111	Theatre Appreciation
	HEA	110	Personal Health/Wellness
	PED	110	Fit & Well for Life (2 shc)
	PED	117	Weight Training I (1 shc)
	PED	118	Weight Training II (1 shc)
	PED	122	Yoga I (1 shc)
*	PED	123	Yoga II (1 shc)
	PED	128	Golf, Beginning (1 shc)
	PED	143	Volleyball, Beginning (1 shc)
	PED	145	Basketball, Beginning (1 shc)
	PED	147	Soccer (1 shc)

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Total Semester Hours Required for Associate in Science (AS) Degree: 60-61

• One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

ASSOCIATE IN GENERAL EDUCATION

A10300
Associate Degree

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English Composition – 6 SHC

Humanities/Fine Arts – 3 SHC
Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC
Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC

Natural Sciences
Students may select courses from the following discipline areas: biology or chemistry.
or
Mathematics
Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49-50 SHC
Other required hours include additional general education and professional courses. A maximum of 7 semester hour credits in health, physical education, college orientation, and/or study skills may be included as other required hours. Students may select courses from the course descriptions in this catalog.

Total Semester Hours Required for Associate in General Education (AGE) Degree: 64/65

BASIC LAW ENFORCEMENT TRAINING

C55120
Certificate

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

			Class Hours	Lab Hours	Credit Hours
CJC	100	Basic Law Enforcement Training	10	30	20

Note: Subject to change based on State Board of North Carolina Community College mandates.

Total Semester Hours Required for Basic Law Enforcement Training Certificate: 20

BUSINESS ADMINISTRATION

A25120

A.A.S. Degree/Diploma/Certificates

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Curriculum Programs of Study

BUSINESS ADMINISTRATION

A25120

A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	ACA	115	Success & Study Skills		2	0	1
# +	*	ACC	120	Principles of Financial Accounting		3	2	4
+	*	BUS	110	Intro to Business		3	0	3
	*	*Computer Core – Choose one course (CIS 110 required for diploma).*						
# +	*	CIS	110	Introduction to Computers **or**		2	2	3
+		CIS	111	Basic PC Literacy		1	2	2
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
	*	OST	130	Comprehensive Keyboarding		2	2	3
				Total		**14/15**	**6**	**16/17**
Spring Semester (First Year)								
		ACC	121	Principles of Managerial Accounting	P/C	3	2	4
+	*	BUS	115	Business Law I		3	0	3
+	*	BUS	121	Business Math		2	2	3
		English Composition – Choose one course.				3	0	3
		ENG	112	Writing/Research in the Disciplines **or**	P/C			
		ENG	114	Professional Research & Reporting	P/C			
	*	MKT	223	Customer Service		3	0	3
				Total		**14**	**4**	**16**
Summer Session (First Year)								
#	*	BUS	137	Principles of Management		3	0	3
	*	BUS	153	Human Resource Management		3	0	3
				Total		**6**	**0**	**6**
Fall Semester (Second Year)								
	*	BUS	240	Business Ethics		3	0	3
	*	*Economics Core – Choose one course.*				3	0	3
+		ECO	251	Principles of Microeconomics **or**				
		ECO	252	Principles of Macroeconomics				
	*	MAT	110	Math Measurement & Literacy	P/C	2	2	3
	*	MKT	120	Principles of Marketing		3	0	3
		Social/Behavioral Science Elective – Choose one course.				3	0	3
		POL 120 American Government, PSY 150 General Psychology,						
		or SOC 210 Introduction to Sociology						
				Total		**14**	**2**	**15**
Spring Semester (Second Year)								
		Finance Core – Choose one course.				3	0	3
		BUS	225	Business Finance **or**	P/C	2	2	3
#		BUS	280	REAL Small Business		4	0	4
		BUS	260	Business Communication	P/C	3	0	3
		OST	286	Professional Development		3	0	3
		Humanities/Fine Arts Elective – Choose one course.				3	0	3
		ART 111 Art Appreciation, HUM 110 Technology and Society,						
		HUM 115 Critical Thinking, MUS 110 Music Appreciation,						
		REL 211 Intro to Old Testament, **or** REL 212 Intro to New Testament						
				Total		**11/13**	**0/2**	**12/13**

Total Semester Hours Required for Business Administration A.A.S. Degree:	**65-67**
* **Total Semester Hours Required for Business Administration Diploma:**	**43/44**
+ **Total Semester Hours Required for Bus Admin/Basic Business Certificate:**	**18**
# **Total Semester Hours Required for Bus Admin/Small Business Administration Certificate:**	**14**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

CRIMINAL JUSTICE TECHNOLOGY

A55180

A.A.S. Degree/Diploma/Certificates

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

To obtain employment as law enforcement officers, students must successfully complete Basic Law Enforcement Training.

CRIMINAL JUSTICE TECHNOLOGY
A55180
A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
			ACA	115	Success & Study Skills	0	2	1
+	#	*	CJC	111	Intro to Criminal Justice	3	0	3
		*	CJC	112	Criminology	3	0	3
	#	*	CJC	221	Investigative Principles	3	2	4
		*	ENG	111	Writing & Inquiry	P/C	3	0	3
					Total		**12**	**4**	**14**
Spring Semester (First Year)								
+			CJC	120	Interviews/Interrogations		1	2	2
	#	*	CJC	121	Law Enforcement Operations		3	0	3
+	#	*	CJC	131	Criminal Law		3	0	3
		*	CJC	132	Court Procedure & Evidence		3	0	3
			English Composition – Choose one course.				3	0	3
			ENG	112	Writing/Research in the Disciplines **or**	P/C			
			ENG	114	Professional Research & Reporting	P/C			
					Total		**13**	**2**	**14**
Summer Session								
+			CJC	212	Ethics & Community Relations		3	0	3
			CJC	232	Civil Liability		3	0	3
			SPA	120	Spanish for the Workplace		3	0	3
					Total		**9**	**0**	**9**
Fall Semester (Second Year)								
			CIS	110	Intro to Computers		2	2	3
		*	CJC	225	Crisis Intervention		3	0	3
+		*	CJC	231	Constitutional Law		3	0	3
+		*	CJC	241	Community-Based Corrections		3	0	3
			MAT	140	Math Measurement & Literacy	P/C	2	2	3
					Total		**13**	**4**	**15**
Spring Semester (Second Year)								
		*	CJC	113	Juvenile Justice		3	0	3
		*	CJC	160	Terrorism: Underlying Issues		3	0	3
		*	CJC	214	Victimology		3	0	3
		*	Humanities/Fine Arts Elective				3	0	3
			Social/Behavioral Science Elective				3	0	3
					Total		**15**	**0**	**15**

	Total Semester Hours Required for Criminal Justice Technology A.A.S. Degree:	**67**
*	**Total Semester Hours Required for Criminal Justice Technology Diploma:**	**43**
+	**Total Semester Hours Required for Certificate in Corrections:**	**17**
#	**Total Semester Hours Required for Law Enforcement Certificate:**	**13**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Curriculum Programs of Study

DENTAL ASSISTING

D45240
Diploma

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611.) Graduates are qualified to take the Dental Assisting National Board Exam.

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester							
BIO	106	Intro to Anatomy/Physiology/Micro		2	2	0	3
DEN	100	Basic Orofacial Anatomy		2	0	0	2
DEN	101	Preclinical Procedures		4	6	0	7
DEN	102	Dental Materials		2	4	0	4
DEN	111	Infection/Hazard Control		2	0	0	2
		Total		**12**	**12**	**0**	**18**
Spring Semester							
DEN	103	Dental Sciences		2	0	0	2
DEN	104	Dental Health Education		2	2	0	3
DEN	106	Clinical Practicum I	P/C	2	0	12	6
DEN	112	Dental Radiology		2	3	0	3
ENG	111	Writing & Inquiry	P/C	3	0	0	3
		Total		**11**	**5**	**12**	**17**
Summer Session							
DEN	105	Practice Management		2	0	0	2
DEN	107	Clinical Practicum II	P/C	1	0	12	5
PSY	150	General Psychology		3	0	0	3
		Total		**6**	**0**	**12**	**10**

Total Semester Hours Required for Dental Assisting Diploma: 45

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

EARLY CHILDHOOD EDUCATION

A55220

A.A.S. Degree/Diploma/Certificates

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Curriculum Programs of Study

EARLY CHILDHOOD EDUCATION
Daycare/Preschool Career Track
A55220C
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	Success & Study Skills		0	2	1
# + *	EDU	119	Early Childhood Education		4	0	4
+ *	EDU	144	Child Development I	P/C	3	0	3
# *	EDU	146	Child Guidance	P/C	3	0	3
	COM	231	Public Speaking		3	0	3
			Total		**13**	**2**	**14**
Spring Semester (First Year)							
+ *	EDU	145	Child Development II	P/C	3	0	3
+ *	EDU	151	Creative Activities	P/C	3	0	3
# *	EDU	153	Health, Safety, & Nutrition	P/C	3	0	3
*	ENG	111	Writing & Inquiry	P/C	3	0	3
	Take one Natural Science/Math course:			P/C	2/3	2/3	3/4
	BIO 111 General Biology; CHM 151 General Chemistry;						
	MAT 110 Math Measurement & Literacy; **or**						
	MAT 143 Quantitative Literacy						
			Total		**14/15**	**2/3**	**15/16**
Summer Session (First Year)							
*	EDU	131	Child, Family, & Community	P/C	3	0	3
*	EDU	221	Children with Exceptionalities	P/C	3	0	3
	Take one Humanities/Fine Arts course:				3	0	3
	ART 111 Art Appreciation; MUS 110 Music Appreciation;						
	PHI 215 Philosophical Issues; **or** PHI 240 Intro to Ethics						
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	EDU	234	Infants, Toddlers, & Twos	P/C	3	0	3
*	EDU	251	Exploration Activities	P/C	3	0	3
#	EDU	261	Early Childhood Administration I	P/C	3	0	3
#	EDU	262	Early Childhood Administration II	P/C	3	0	3
*	PSY	150	General Psychology		3	0	3
			Total		**15**	**0**	**15**
Spring Semester (Second Year)							
	EDU	216	Foundations of Education	P/C	3	0	3
	EDU	259	Curriculum Planning	P/C	3	0	3
*	EDU	280	Language & Literacy Experiences	P/C	3	0	3
	EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4
			Total		**10**	**9**	**13**

Total Semester Hours Required for Early Childhood Education A.A.S. Degree – Career Track	**65-67**
*** Total Semester Hours Required for Early Childhood Diploma:**	**37**
+ Total Semester Hours Required for Early Childhood Instructional Certificate:	**13**
# Total Semester Hours Required for Early Childhood Administration Certificate:	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Curriculum Programs of Study

EARLY CHILDHOOD EDUCATION
BK Licensure or Non-Licensure Track
A55220TL or A55220TN
A.A.S. Degree/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	Success & Study Skills		0	2	1
# +	EDU	119	Early Childhood Education		4	0	4
+	EDU	144	Child Development I	P/C	3	0	3
#	EDU	146	Child Guidance	P/C	3	0	3
	COM	231	Public Speaking		3	0	3
			Total		**13**	**2**	**14**
Spring Semester (First Year)							
+	EDU	145	Child Development II	P/C	3	0	3
+	EDU	151	Creative Activities	P/C	3	0	3
#	EDU	153	Health, Safety, & Nutrition	P/C	3	0	3
	ENG	111	Writing & Inquiry	P/C	3	0	3
	MAT	143	Quantitative Literacy	P/C	2	2	3
			Total		**14**	**2**	**15**
Summer Session (First Year)							
	EDU	131	Child, Family, & Community	P/C	3	0	3
	EDU	221	Children with Exceptionalities	P/C	3	0	3
	Take one Humanities/Fine Arts course:				3	0	3
	ART 111 Art Appreciation; MUS 110 Music Appreciation;						
	PHI 215 Philosophical Issues; **or** PHI 240 Intro to Ethics						
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	BIO	111	General Biology I		3	3	4
	EDU	234	Infants, Toddlers, & Twos	P/C	3	0	3
	ENG	112	Writing/Research in the Disciplines	P/C	3	0	3
	PSY	150	General Psychology		3	0	3
	Take one Social/Behavioral Science course:				3	0	3
	ECO 251 Principles of Microeconomics; ECO 252 Principles of Macroeconomics;						
	HIS 111 World Civilizations I; HIS 112 World Civilizations II;						
	HIS 131 American History I; HIS 132 American History II;						
	POL 120 American Government **or** SOC 210 Introduction to Sociology						
			Total		**15**	**3**	**16**
Spring Semester (Second Year)							
	CHM	151	General Chemistry	P/C	3	3	4
	EDU	280	Language & Literacy Experiences	P/C	3	0	3
	EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4
	*BK Licensure (Take Group 1) – **A55220TL***						
	EDU	216	Foundations of Education	P/C	3	0	3
	EDU	250	Teacher Licensure Preparation	P/C	3	0	3
	*BK Non-Licensure (Take Group 2) – **A55220TN***						
#	EDU	261	Early Childhood Administration I	P/C	3	0	3
#	EDU	262	Early Childhood Administration II	P/C	3	0	3
			Total		**13**	**12**	**17**

Total Semester Hours Required for Early Childhood Education A.A.S. Degree – Transfer Track	**71**
+ Total Semester Hours Required for Early Childhood Instructional Certificate:	**13**
# Total Semester Hours Required for Early Childhood Administration Certificate:	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ELECTRICAL SYSTEMS TECHNOLOGY

A35220

A.A.S. Degree/Diploma/Certificates

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Curriculum Programs of Study

ELECTRICAL SYSTEMS TECHNOLOGY
A35130
A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	CIS	110	Intro to Computers		2	2	3
# + ▲	*	ELC	112A	DC/AC Electricity		1	3	2
# +	*	ELC	126	Electrical Computations		2	2	3
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
# +	*	ISC	110	Workplace Safety		1	0	1
		Choose one Social/Behavioral Science course: PSY 150 or SOC 210				3	0	3
		PSY	150	General Psychology **or**				
		SOC	210	Intro to Sociology				
				Total		**12**	**7**	**15**
Spring Semester (First Year)								
# + ▲	*	ELC	112B	DC/AC Electricity	P/C	2	3	3
# + ▲	*	ELC	113	Residential Wiring		2	6	4
+ ▲	*	ELC	117	Motors & Controls		2	6	4
	*	ELN	137	Electr Devices & Circuits		4	3	5
	*	MAT	121	Algebra/Trigonometry I	P/C	2	2	3
				Total		**12**	**20**	**19**
Summer Session (First Year)								
#		ALT	120	Renewable Energy Technology		2	2	3
	*	ELC	128	Intro to PLC		2	3	3
				Total		**4**	**5**	**6**
Fall Semester (Second Year)								
	*	ELC	115	Industrial Wiring		2	6	4
	*	ELN	132	Analog Electronics II		3	3	4
	*	ELN	133	Digital Electronics		3	3	4
		ELN	260	Programmable Logic Controllers		3	3	4
		HYD	110	Hydraulics/Pneumatics I		2	3	3
				Total		**13**	**18**	**19**
Spring Semester (Second Year)								
		ELN	229	Industrial Electronics		3	3	4
		ENG	114	Professional Research & Reporting	P/C	3	0	3
		PCI	264	Process Control with PLCs		3	3	4
		Choose one Humanities course: HUM 110 or HUM 115				3	0	3
		HUM	110	Technology & Society **or**				
		HUM	115	Critical Thinking	P/C			
				Total		**12**	**6**	**14**

	Total Semester Hours Required for Electrical Systems Technology A.A.S. Degree:	**73**
*	**Total Semester Hours Required for Electrical Systems Technology Diploma:**	**46**
▲	**Total Semester Hours Required for Electrical Systems Technology Fundamentals Certificate:**	**13**
+	**Total Semester Hours Required for Electrical Systems Technology Certificate:**	**17**
#	**Total Semester Hours Required for Alternative Energy Certificate:**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

FOREST MANAGEMENT TECHNOLOGY

A15200

A.A.S. Degree/Certificates

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success in Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Forest Management Technology is a program that prepares individuals to manage and produce forest resources. Potential course work includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing operations, and personnel supervision.

Curriculum Programs of Study

FOREST MANAGEMENT TECHNOLOGY
A15200
A.A.S. Degree/Certificates

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
#	CIS	110	Intro to Computers		2	2	0	3
	ENG	111	Writing & Inquiry	P/C	3	0	0	3
	FOR	121	Dendrology		2	6	0	4
	FOR	131	Forest Measurements		2	3	0	3
	FOR	171	Intro to Forest Resources		3	0	0	3
			Total		**12**	**11**	**0**	**16**
Spring Semester (First Year)								
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	0	3
+ ♦	FOR	123	Forest Botany		2	3	0	3
	FOR	172	Intro to Timber Harvest		2	3	0	3
	FOR	215	Intro to GIS/GPS		1	4	0	3
	FOR	232	Forest Mensuration	P/C	2	6	0	4
	MAT	110	Math Measurement & Literacy	P/C	2	2	0	3
			Total		**12**	**18**	**0**	**19**
Summer Session (offered each Summer Session)								
	FOR	173	Soils & Hydrology		2	3	0	3
	Choose option 1, 2, 3, or 4:							
1.	WBL	111	Work-Based Learning I		0	0	10	1
2.	# Geographic Information Systems certificate - #CIS 110, GIS 111, GIS 121, GIS 215 (offered Fall/Spring terms)							
3.	♦ Recreation certificate REC 115 Intro to Outdoor Recreation, REC 126 Outdoor Recreation, and REC 222 Commercial Recreation & Tourism				2/1/3	0/2/0	0	2/2/3
4.	+ Wildlife certificate FWL 212 Wildlife Policy & Law, FWL 214 Hunter Safety, FWL 254 Habitat Manipulation				2/1/2	0/0/3	0	2/1/3
			Total		**2-8**	**3-6**	**0-10**	**4-10**
Fall Semester (Second Year)								
	FOR	212	Forest Survey & Aerial Interpretation		2	3	0	3
	FOR	225	Silvics & Silviculture		3	3	0	4
	FOR	240	Forest Protection		2	3	0	3
	FOR	285	Logging & Marketing		2	3	0	3
	PSY	150	General Psychology **or**		3	0	0	3
	SOC	210	Introduction to Sociology		3	0	0	3
#	*GIS*	*111*	*Intro to GIS (GIS certificate course)*		*2*	*2*	*0*	*3*
			Total		**12-15**	**12**	**0**	**16-19**
Spring Semester (Second Year)								
+ ♦	FOR	175	Wildlife/Environmental Studies		2	3	0	3
	FOR	245	Forest Pesticides		2	3	0	3
	FOR	271	Forest Management	P/C	2	3	0	3
	FOR	282	Forest Recreation		2	3	0	3
	HUM	110	Technology & Society **or**		3	0	0	3
	HUM	115	Critical Thinking	P/C	3	0	0	3
#	*GIS*	*121*	*Georeferencing & Mapping (GIS certificate course)*		*2*	*2*	*0*	*3*
#	*GIS*	*215*	*GIS Data Models (GIS certificate course)*		*2*	*2*	*0*	*3*
			Total		**11-15**	**12-16**	**0**	**15-21**

	Total Semester Hours Required for Forest Management Technology A.A.S. Degree:	**69-76**
#	**Total Semester Hours Required for FMT Geographic Information Systems Certificate:**	**12**
♦	**Total Semester Hours Required for Forest Management Technology Recreation Certificate:**	**13**
+	**Total Semester Hours Required for Forest Management Technology Wildlife Certificate:**	**12**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

GUNSMITHING

A30200

A.A.S. Degree/Diploma/Certificates

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

Curriculum Programs of Study

GUNSMITHING
A30200
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	ENG	111	Writing & Inquiry	P/C	3	0	3
*	GSM	111	Gunsmithing I		2	12	6
*	GSM	120	Gunsmithing Tools		2	12	6
			Total		**7**	**24**	**15**
Spring Semester (First Year)							
	English Composition – Choose one course from ENG 112 or ENG 114.				3	0	3
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
*	GSM	125	Barrel Fitting/Alteration		3	9	6
*	GSM	127	General Repair		3	9	6
*	MAT	110	Math Measurement & Literacy	P/C	2	2	3
			Total		**11**	**20**	**18**
Summer Session (First Year)							
*	GSM	235	Current Gunsmithing Techniques		2	12	6
			Total		**2**	**12**	**6**
Fall Semester (Second Year)							
	Computer requirement – Choose one course.						
	CIS	110	Intro to Computers **or**		2	2	3
	CIS	111	Basic PC Literacy		1	2	2
	GSM	223	Rifle Stockmaking		2	12	6
	GSM	227	Advanced Repair Technology		2	12	6
	Social/Behavioral Science Elective				3	0	3
			Total		**9/10**	**23**	**17/18**
Spring Semester (Second Year)							
	GSM	230	Handgun Technology		2	9	5
*	GSM	225	Gunmetal Refinishing		2	12	6
	Humanities/Fine Arts Elective				3	0	3
			Total		**7**	**21**	**14**
Summer Session (Second Year)							
*	GSM	240	Modern Sporting Firearms		2	12	6
			Total		**2**	**12**	**6**

Notes: ENG 101 may be substituted for ENG 111 upon request for Gunsmithing *diploma* students only.
MAT 101 may be substituted for MAT 110 upon request for Gunsmithing *diploma* students only.

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

	Total Semester Hours Required for Gunsmithing A.A.S. Degree:	**76**
*	**Total Semester Hours Required for Gunsmithing Diploma:**	**42**
	Total Semester Hours Required for Gunsmithing Certificates:	**12-18**

Curriculum Programs of Study

GUNSMITHING
Certificate Options

			Class Hours	Lab Hours	Credit Hours
		Basic Gunsmithing Certificate C30200U			
GSM	111	Gunsmithing I	2	12	6
GSM	125	Barrel Fitting/Alterations	3	9	6
GSM	127	General Repair	3	9	6
		Total	**8**	**30**	**18**
		Gunsmithing Design and Repair Certificate C30200R			
GSM	223	Rifle Stockmaking	2	12	6
GSM	227	Advanced Repair Technology	2	12	6
GSM	230	Handgun Technology	2	9	5
		Total	**6**	**33**	**17**
		Gunsmithing Technology Certificate C30200G			
GSM	120	Gunsmithing Tools	2	12	6
GSM	240	Modern Sporting Firearms	2	12	6
		Total	**4**	**24**	**12**
		Gunsmithing Refinishing Certificate C30200L			
GSM	225	Gunmetal Refinishing	2	12	6
GSM	235	Current Gunsmithing Technology	2	12	6
		Total	**4**	**24**	**12**

Weekend Gunsmithing Program

GSM	111	Gunsmithing I	Fall	2	12	6
GSM	125	Barrel Fitting/Alterations	Spring	3	9	6
GSM	225A	Gunmetal Refinishing	Summer	1	6	3
GSM	127	General Repair	Fall	3	9	6
GSM	235	Current Gunsmithing Technology	Spring	2	12	6
GSM	225B	Gunmetal Refinishing	Summer	1	6	3
GSM	120	Gunsmithing Tools	Fall	2	12	6
GSM	240	Modern Sporting Firearms	Spring	2	12	6
GSM	227A	Advanced Repair	Summer	1	6	3
GSM	230	Handgun Technology	Fall	2	9	5
GSM	223	Rifle Stockmaking	Spring	2	12	6
GSM	227B	Advanced Repair	Summer	1	6	3

Evening Gunsmithing Program

Selected Gunsmithing courses may be offered in the evening based on sufficient enrollment/facility availability.

Total Semester Hours Required for Basic Gunsmithing Certificate:	**18**
Total Semester Hours Required for Gunsmithing Design & Repair Certificate:	**17**
Total Semester Hours Required for Gunsmithing Technology Certificate:	**12**
Total Semester Hours Required for Gunsmithing Refinishing Certificate:	**12**

HUMAN SERVICES TECHNOLOGY

A45380

A.A.S. Degree/Diploma/Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Curriculum Programs of Study

HUMAN SERVICES TECHNOLOGY
A45380
A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	ACA	115	Success & Study Skills		0	2	0	1
*	CIS	110	Intro to Computers		2	2	0	3
*	ENG	111	Writing & Inquiry	P/C	3	0	0	3
*	HSE	110	Intro to Human Services		2	2	0	3
*	PSY	150	General Psychology		3	0	0	3
*	SOC	210	Intro to Sociology		3	0	0	3
			Total		**13**	**6**	**0**	**16**
Spring Semester (First Year)								
*	*English Composition – Choose one course from ENG 112 or ENG 114.*				3	0	0	3
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	0	3
*	HSE	112	Group Process I		1	2	0	2
*	HSE	123	Interviewing Techniques		2	2	0	3
*	PSY	241	Developmental Psychology	P/C	3	0	0	3
	Math/Natural Science requirement – choose one course:							
	BIO	111	General Biology I **or**		3	3	0	4
	MAT	110	Math Measurement & Literacy **or**	P/C	2	2	0	3
	MAT	152	Statistical Methods I **or**	P/C	3	2	0	4
	MAT	171	Precalculus Algebra	P/C	3	2	0	4
			Total		**11/12**	**6/7**	**0**	**14/15**
Summer Session (First Year)								
	SPA	120	Spanish for the Workplace		3	0	0	3
	Humanities/Fine Arts Elective				3	0	0	3
			Total		**6**	**0**	**0**	**6**
Fall Semester (Second Year)								
*	HSE	125	Counseling		2	2	0	3
	HSE	220	Case Management	P/C	2	2	0	3
+	HSE	225	Crisis Intervention		3	0	0	3
	PSY	281	Abnormal Psychology	P/C	3	0	0	3
	WBL	111	Work-Based Learning I		0	0	10	1
	WBL	115	Work-Based Learning Seminar I	P/C	1	0	0	1
			Total		**11**	**4**	**10**	**14**
Spring Semester (Second Year)								
	HSE	210	Human Services Issues		2	0	0	2
+ *	HSE	255	Health Problems and Prevention		2	2	0	3
+	SAB	110	Substance Abuse Overview		3	0	0	3
*	SOC	213	Sociology of the Family		3	0	0	3
	WBL	121	Work-Based Learning II		0	0	10	1
	WBL	125	Work-Based Learning Seminar II	P/C	1	0	0	1
*	Elective – choose one course:							
	DDT	110	Developmental Disabilities **or**		3	0	0	3
+	SAB	210	Sub Abuse Counseling		2	2	0	3
			Total		**13/14**	**2/4**	**10**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

	Total Semester Hours Required for Human Services Technology A.A.S. Degree:	**66/67**
*	**Total Semester Hours Required for Human Services Technology Diploma:**	**38**
+	**Total Semester Hours Required for Substance Abuse Certificate:**	**12**

HUMAN SERVICES TECHNOLOGY: DEVELOPMENTAL DISABILITIES CONCENTRATION

A4538A

A.A.S. Degree/Diploma/Certificate

The Human Services Technology/Developmental Disabilities concentration is designed to train technicians to work with children and adults with physical, mental, and emotional disabilities. Students will specialize in the areas of developmental and intellectual disabilities.

Students will gain an understanding of the handicapping effects of developmental disabilities in medical, psychological, social, educational, vocational, and economic terms. Fieldwork and clinical experience in community agencies providing comprehensive services to disabled persons and their families will be provided.

Graduates should qualify for employment in group homes, foster care homes, respite services, vocational rehabilitation agencies, sheltered workshops, adult developmental activities programs, early childhood intervention programs, and other programs for developmentally disabled and mentally retarded individuals and their families.

Curriculum Programs of Study

HUMAN SERVICES TECHNOLOGY: DEVELOPMENTAL DISABILITIES CONCENTRATION

A4538A

A.A.S. Degree/Diploma/Certificate

					Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)									
		ACA	115	Success & Study Skills		0	2	0	1
	*	CIS	110	Intro to Computers		2	2	0	3
	*	ENG	111	Writing & Inquiry	P/C	3	0	0	3
+	*	HSE	110	Intro to Human Services		2	2	0	3
	*	PSY	150	General Psychology		3	0	0	3
	*	SOC	210	Intro to Sociology		3	0	0	3
				Total		**13**	**6**	**0**	**16**
Spring Semester (First Year)									
	*	*English Composition – Choose one course from ENG 112 or ENG 114.*				3	0	0	3
		ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3
		ENG	114	Professional Research & Reporting	P/C	3	0	0	3
	*	HSE	112	Group Process I		1	2	0	2
	*	HSE	123	Interviewing Techniques		2	2	0	3
	*	PSY	241	Developmental Psychology	P/C	3	0	0	3
		Math/Natural Science requirement – choose one course:							
		BIO	111	General Biology I **or**		3	3	0	4
		MAT	110	Math Measurement & Literacy **or**	P/C	2	2	0	3
		MAT	152	Statistical Methods I **or**	P/C	3	2	0	4
		MAT	171	Precalculus Algebra	P/C	3	2	0	4
				Total		**11/12**	**6/7**	**0**	**14/15**
Summer Session (First Year)									
		SPA	120	Spanish for the Workplace		3	0	0	3
		Humanities/Fine Arts Elective				3	0	0	3
				Total		**9**	**0**	**0**	**9**
Fall Semester (Second Year)									
+	*	DDT	110	Developmental Disabilities		3	0	0	3
+	*	DDT	220	Program Planning Process		3	0	0	3
	*	HSE	125	Counseling		2	2	0	3
		HSE	225	Crisis Intervention		3	0	0	3
		WBL	111	Work-Based Learning I		0	0	10	1
		WBL	115	Work-Based Learning Seminar I	P/C	1	0	0	1
				Total		**15**	**2**	**10**	**17**
Spring Semester (Second Year)									
+	*	DDT	120	Teaching Developmentally Disabled	P/C	3	0	0	3
+	*	DDT	210	DDT Health Issues	P/C	3	0	0	3
+		HSE	210	Human Services Issues		2	0	0	2
		PSY	281	Abnormal Psychology		3	0	0	3
	*	SOC	213	Sociology of the Family		3	0	0	3
		WBL	121	Work-Based Learning II		0	0	10	1
		WBL	125	Work-Based Learning Seminar II	P/C	1	0	0	1
				Total		**15**	**2**	**10**	**17**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

	Total Semester Hours Required for HST/Developmental Disabilities A.A.S. Degree:	**66/67**
*	**Total Semester Hours Required for HST/Developmental Disabilities Diploma:**	**44**
+	**Total Semester Hours Required for HST/Developmental Disabilities Certificate:**	**17**

HUNTING & SHOOTING SPORTS MANAGEMENT

A25600

A.A.S. Degree/Certificate

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Curriculum Programs of Study

Hunting and Shooting Sports Management
A25600
A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	College Student Success		0	2	1
	ACC	120	Principles of Financial Accounting		3	2	4
+	BUS	110	Intro to Business		3	0	3
	CIS	110	Intro to Computers		2	2	3
	ENG	111	Writing & Inquiry	P/C	3	0	3
	MKT	120	Principles of Marketing		3	0	3
			Total		**14**	**6**	**17**
Spring Semester (First Year)							
	BUS	115	Business Law I		3	0	3
	BUS	121	Business Math		2	2	3
	BUS	280	REAL Small Business		4	0	4
	English Composition – Choose ENG 112 or ENG 114.			P/C	3	0	3
	ENG	112	Writing/Research in the Disciplines **or**				
	ENG	114	Professional Research & Reporting				
	MKT	223	Customer Service		3	0	3
			Total		**15**	**2**	**16**
Summer Session (First Year)							
	BUS	137	Principles of Management		3	0	3
	Humanities/Fine Arts Elective – Choose one from list below.				3	0	3
	HUM	110	Technology & Society **or**				
	HUM	115	Critical Thinking **or**				
	REL	211	Intro to Old Testament **or**				
	REL	212	Intro to New Testament				
	Social/Behavioral Science Elective – Choose one from list below.				3	0	3
	PSY	150	General Psychology **or**				
	SOC	210	Introduction to Sociology				
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	Economics Core – Choose ECO 251 or ECO 252.				3	0	3
	ECO	251	Principles of Microeconomics **or**				
	ECO	252	Principles of Macroeconomics				
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
	MKT	220	Advertising and Sales Promotion		3	0	3
+	SSM	111	Gun Shop Management		3	0	3
			Total		**11**	**2**	**12**
Spring Semester (Second Year)							
	OST	286	Professional Development		3	0	3
+	SSM	110	Introduction to Shooting Sports		3	3	4
+	SSM	112	Sports Hunting		3	0	3
+	SSM	114	Shooting Sports Management		3	6	5
			Total		**12**	**9**	**15**

Total Semester Hours Required for Hunting & Shooting Sports Management A.A.S. Degree	**69**
+ Total Semester Hours Required for Hunting & Shooting Sports Management Certificate	**18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

INDUSTRIAL SYSTEMS TECHNOLOGY

A50240

A.A.S. Degree/Diploma/Certificates

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Curriculum Programs of Study

INDUSTRIAL SYSTEMS TECHNOLOGY
A50240
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
+	*	BPR	111	Print Reading	1	2	2
	*	CIS	110	Intro to Computers	2	2	3
# +	*	ELC	112A	DC/AC Electricity	1	3	2
+	*	ELC	126	Electrical Computations	2	2	3
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
	*	ISC	110	Workplace Safety		1	0	1
		Social/Behavioral Science elective – choose one				3	0	3
		ECO	251	Principles of Microeconomics **or**				
		PSY	150	General Psychology **or**				
		SOC	210	Intro to Sociology				
				Total		**13**	**9**	**17**
Spring Semester (First Year)							
# +	*	ELC	112B	DC/AC Electricity	P/C	2	3	3
#	*	ELC	117	Motors & Controls		2	6	4
	*	MAT	121	Algebra/Trigonometry I	P/C	2	2	3
+		MEC	111	Machine Processes I		1	4	3
				Total		**7**	**15**	**13**
Summer Session (First Year)							
	*	ELC	128	Intro to PLC		2	3	3
#	*	MNT	110	Intro to Maintenance Procedures		1	3	2
				Total		**3**	**6**	**5**
Fall Semester (Second Year)							
	*	ELC	115	Industrial Wiring		2	6	4
		ELN	260	Programmable Logic Controllers		3	3	4
#	*	HYD	110	Hydraulics/Pneumatics I		2	3	3
	*	MEC	130	Mechanisms		2	2	3
#	*	WLD	112	Basic Welding Processes		1	3	2
				Total		**10**	**17**	**16**
Spring Semester (Second Year)							
	*	ELN	229	Industrial Electronics		3	3	4
		ENG	114	Professional Research & Reporting	P/C	3	0	3
		HYD	180	Fluid Power in Automation		2	3	3
		PCI	264	Process Control with PLCs		3	3	4
		Humanities/Fine Arts elective – choose one				3	0	3
		HUM	110	Technology & Society **or**				
		HUM	115	Critical Thinking	P/C			
				Total		**14**	**9**	**17**

Total Semester Hours Required for Industrial Systems Technology A.A.S. Degree:	**68**
* **Total Semester Hours Required for Industrial Systems Technology Diploma:**	**45**
+ **Total Semester Hours Required for IST Certificate:**	**13**
# **Total Semester Hours Required for IST Fundamentals Certificate:**	**16**

Courses in Industrial Systems Technology may be offered during evening hours based on sufficient student demand.

INFORMATION TECHNOLOGY

A25590

A.A.S. Degree/Certificates

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Curriculum Programs of Study

INFORMATION TECHNOLOGY
A25590
A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	Success & Study Skills		0	2	1
+	CET	111	Computer Upgrade/Repair I		2	3	3
+	CIS	110	Intro to Computers		2	2	3
+	CTI	110	Web, Pgm, & Db Foundation		2	2	3
+	CTI	120	Network and Sec Foundation		2	2	3
			Total		**8**	**11**	**13**
Spring Semester (First Year)							
+	CET	211	Computer Upgrade/Repair II		2	3	3
	CTS	115	Info Sys Business Concepts		3	0	3
+	CTS	130	Spreadsheet		2	2	3
	DBA	110	Database Concepts		2	3	3
	ENG	111	Writing & Inquiry	P/C	3	0	3
			Total		**12**	**8**	**15**
Summer Session (First Year)							
	English Composition – Choose one course.			P/C	3	0	3
	ENG	112	Writing/Research in the Disciplines				
	ENG	114	Prof Research & Reporting				
	Humanities/Fine Arts Elective – Choose one course.				3	0	3
	ART 111 Art Appreciation, HUM 110 Technology and Society, HUM 115 Critical Thinking, MUS 110 Music Appreciation, REL 211 Intro to Old Testament, **or** REL 212 Intro to New Testament						
	Social/Behavioral Science Elective – Choose one course.				3	0	3
	POL 120 American Government, PSY 150 General Psychology, **or** SOC 210 Introduction to Sociology						
					9	**0**	**9**
Fall Semester (Second Year)							
	CIS	115	Intro to Prog & Logic	P/C	2	3	3
	CTI	140	Virtualization Concepts		1	4	3
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
	NET	110	Networking Concepts		2	2	3
	NOS	130	Windows Single User		2	2	3
			Total		**9**	**13**	**15**
Spring Semester (Second Year)							
	CTS	155	Tech Support Functions		2	2	3
	DBA	115	Database Applications	P/C	2	2	3
	NOS	120	Linux Single User		2	2	3
	NOS	230	Windows Administration I		2	2	3
	SEC	110	Security Concepts		2	2	3
			Total		**10**	**10**	**15**

	Total Semester Hours Required for Information Technology A.A.S. Degree:	**67**
+	**Total Semester Hours Required for IT Support & Services Certificate:**	**18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

MEDICAL ASSISTING

A45400

A.A.S. Degree/Certificates

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, medical transcription, computer operation; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note: Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

The Montgomery Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Education Programs
35 East Wacker Drive, Suite 1970
Chicago IL 60601-2008
312-553-9355

Curriculum Programs of Study

MEDICAL ASSISTING
A45400
A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	ACA	115	Success & Study Skills		0	2	0	1
*	BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
#	MED	110	Orientation to Medical Assisting		1	0	0	1
#	MED	118	Medical Law & Ethics		2	0	0	2
# *	MED	121	Medical Terminology I		3	0	0	3
#	MED	130	Administrative Office Procedures I		1	2	0	2
	OST	130	Comprehensive Keyboarding		2	2	0	3
			Total		**12**	**9**	**0**	**16**
Spring Semester (First Year)								
*	BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
#	CIS	110	Intro to Computers		2	2	0	3
	ENG	111	Writing & Inquiry	P/C	3	0	0	3
# *	MED	122	Medical Terminology II	P/C	3	0	0	3
#	MED	131	Administrative Office Procedures II		1	2	0	2
	MED	140	Exam Room Procedures I		3	4	0	5
			Total		**15**	**11**	**0**	**20**
Summer Session (First Year)								
English Composition – Choose one course from ENG 112 or ENG 114.					3	0	0	3
	ENG	112	Writing/Research in the Disciplines **or**	P/C				
	ENG	114	Professional Research & Reporting	P/C				
	MED	240	Exam Room Procedures II	P/C	3	4	0	5
			Total		**6**	**4**	**0**	**8**
Fall Semester (Second Year)								
	MED	150	Laboratory Procedures I		3	4	0	5
#	MED	232	Medical Insurance Coding		1	3	0	2
	MED	270	Symptomatology		2	2	0	3
	MED	272	Drug Therapy		3	0	0	3
	PSY	150	General Psychology		3	0	0	3
			Total		**12**	**9**	**0**	**16**
Spring Semester (Second Year)								
	MAT	110	Math Measurement & Literacy		2	2	0	3
	MED	260	MED Clinical Practicum		0	0	15	5
	MED	262	Clinical Perspectives		1	0	0	1
	MED	264	Medical Assisting Overview		2	0	0	2
	Humanities/Fine Arts Elective				3	0	0	3
			Total		**8**	**2**	**15**	**14**

Total Semester Hours Required for Medical Assisting A.A.S. Degree: 74
*** Total Semester Hours Required for Medical Assisting Basics Certificate: 14**
 # Total Semester Hours Required for Medical Assisting Certificate: 18

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

MEDICAL OFFICE ADMINISTRATION

A25310

A.A.S. Degree/Certificate

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Curriculum Programs of Study

MEDICAL OFFICE ADMINISTRATION
A25310
A.A.S. Degree/Diploma/Certificate

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	+	ACA	115	Success & Study Skills		0	2	1
		ACC	120	Principles of Financial Accounting		3	2	4
◆	# +	MED	118	Medical Law & Ethics		2	0	2
◆	# +	MED	121	Medical Terminology I		3	0	3
	+	MED	130	Administrative Office Procedures I		1	2	2
◆	+	OST	130	Comprehensive Keyboarding		2	2	3
				Total		**11**	**8**	**15**
Spring Semester (First Year)								
◆	+	CIS	110	Introduction to Computers		2	2	3
	+	ENG	111	Writing & Inquiry	P/C	3	0	3
◆	# +	MED	122	Medical Terminology II	P/C	3	0	3
		MED	131	Administrative Office Procedures II		1	2	2
		OST	134	Text Entry & Formatting	P/C	2	2	3
				Total		**11**	**6**	**14**
Summer Session (First Year)								
	+	*English Composition – Choose ENG 112 or ENG 114.*				3	0	3
		ENG	112	Writing/Research in the Disciplines **or**	P/C			
		ENG	114	Professional Research & Reporting	P/C			
		Social/Behavioral Science elective – Choose one.				3	0	3
		POL 120 American Government, PSY 150 General Psychology,						
		or SOC 210 Intro to Sociology						
				Total		**6**	**0**	**6**
Fall Semester (Second Year)								
		MAT	110	Math Measurement & Literacy	P/C	2	2	3
◆	# +	OST	148	Medical Insurance & Billing		3	0	3
	+	OST	164	Office Editing		3	0	3
	+	OST	184	Records Management		2	2	3
		Take one Humanities/Fine Arts course:				3	0	3
		ART 110 Art Appreciation, HUM 110 Technology & Society,						
		HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation,						
		REL 211 Intro to Old Testament, **or**						
		REL 212 Intro to New Testament						
				Total		**13**	**4**	**15**
Spring Semester (Second Year)								
		BUS	260	Business Communication		3	0	3
	+	MKT	223	Customer Service		3	0	3
	# +	OST	247	Procedure Coding	P/C	2	2	3
	# +	OST	248	Diagnostic Coding	P/C	2	2	3
		OST	286	Professional Development		3	0	3
				Total		**13**	**4**	**15**

Total Semester Hours Required for Medical Office Administration A.A.S. Degree: 65
+ Total Semester Hours Required for Medical Office Administration Diploma: 41 *
◆ Total Semester Hours Required for MOA Basics Certificate: 17 *
 # Total Semester Hours Required for Medical Billing & Coding Certificate: 17 *

** pending DoE approval for financial aid*

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

METAL ENGRAVING

C30240

Certificates

The Metal Engraving curriculum is designed to train students in eye-hand coordination, artistic vision, and the technology necessary in occupations involving the embellishment of metals.

Course work will include embellishments utilizing the hammer and chisel, power engraving devices, acid etching, the inlaying of precious metals and jewels into a metal base, bas-relief graving, and the sinking of scenes into the medium.

Graduates should be able to apply the acquired skills in occupations requiring sound bench work skills. Such occupations might include gold and/or silversmithing, gunsmithing, the tool and die trades, printing plates, and jewelry.

Basic Metal Engraving Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
+	MEG	110	Tools and Procedures		2	6	4
+	MEG	111A	Scroll Cutting and Design		1	3	2
			Total		**3**	**9**	**6**
Spring Semester							
+	MEG	111B	Scroll Cutting and Design		1	6	3
+	MEG	115	Lettering and Calligraphy		2	3	3
			Total		**3**	**9**	**6**

Advanced Metal Engraving Certificate

Fall Semester							
*	MEG	114	Bolino		2	6	4
*	MEG	116	Flush and Raised Inlay		1	3	2
			Total		**3**	**9**	**6**
Spring Semester							
*	MEG	117	Metal Engraving Applications		2	6	4
*	MEG	118	Advanced Scroll Drawing		1	3	2
			Total		**3**	**9**	**6**

+ Total Semester Hours Required for Basic Metal Engraving Certificate: 12

*** Total Semester Hours Required for Advanced Metal Engraving Certificate: 12**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

NURSE AIDE

HEALTH SCIENCE: THERAPEUTIC & DIAGNOSTIC SERVICES

D45970

Diploma

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
HSC	120	CPR		0	2	0	1
MED	121	Medical Terminology I		3	0	0	3
NAS	101	Nurse Aide I		3	4	3	6
		Total		**12**	**9**	**3**	**17**
Spring Semester (First Year)							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
ENG	112	Writing/Research in the Disciplines	P/C	3	0	0	3
MED	122	Medical Terminology II	P/C	3	0	0	3
NAS	102	Nurse Aide II	P/C	3	2	6	6
PSY	150	General Psychology		3	0	0	3
		Total		**15**	**5**	**6**	**19**
Summer Session (First Year)							
BIO	275	Microbiology	P/C	3	3	0	4
PSY	241	Developmental Psychology	P/C	3	0	0	3
		Total		**6**	**3**	**0**	**7**

Total Semester Hours Required for Nurse Aide Diploma: 43

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

OFFICE ADMINISTRATION

A25370

A.A.S. Degree/Diploma/Certificates

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams. The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Curriculum Programs of Study

OFFICE ADMINISTRATION
A25370
A.A.S. Degree/Diploma/Certificate

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	ACA	115	Success & Study Skills		0	2	1
		BUS	110	Intro to Business		3	0	3
#	*	CIS	110	Introduction to Computers		2	2	3
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
# +	*	OST	130	Comprehensive Keyboarding		2	2	3
# +	*	OST	136	Word Processing		2	2	3
				Total		**12**	**8**	**16**
Spring Semester (First Year)								
#		CTS	125	Presentation Graphics		2	2	3
#	*	CTS	130	Spreadsheet		2	2	3
		English Composition – Choose one course.				3	0	3
	*	ENG	112	Writing/Research in the Disciplines **or**	P/C			
	*	ENG	114	Professional Research & Reporting	P/C			
+	*	OST	134	Text Entry & Formatting	P/C	2	2	3
# +		OST	236	Advanced Word/Info Processing		2	2	3
				Total		**11**	**8**	**15**
Summer Session (First Year)								
		BUS	153	Human Resource Management		3	0	3
		Social/Behavioral Science elective – Choose one course.				3	0	3
		POL 120 American Government, PSY 150 General Psychology,						
		or SOC 210 Intro to Sociology						
				Total		**6**	**0**	**6**
Fall Semester (Second Year)								
	*	ACC	120	Principles of Financial Accounting		3	2	4
	*	BUS	240	Business Ethics		3	0	3
		MAT	110	Math Measurement & Literacy	P/C	2	2	3
+	*	OST	164	Office Editing		3	0	3
	*	OST	184	Records Management		2	2	3
				Total		**13**	**6**	**16**
Spring Semester (Second Year)								
		ACC	140	Payroll Accounting	P/C	1	2	2
	*	MKT	223	Customer Service		3	0	3
	*	OST	286	Professional Development		3	0	3
+	*	OST	289	Administrative Office Management	P/C	2	2	3
		Humanities/Fine Arts elective – Choose one.				3	0	3
		ART 111 Art Appreciation, HUM 110 Technology and Society,						
		HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation,						
		REL 211 Intro to Old Testament, **or** REL 212 Intro to New Testament						
				Total		**12**	**4**	**14**

Total Semester Hours Required for Office Administration A.A.S. Degree:	**67**
* **Total Semester Hours Required for Office Administration Diploma:**	**44**
+ **Total Semester Hours Required for Office Administration Certificate:**	**18**
# **Total Semester Hours Required for OA: Microsoft Applications Certificate:**	**18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PHLEBOTOMY

HEALTH SCIENCE: THERAPEUTIC & DIAGNOSTIC SERVICES

D45950

Diploma

A program that prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
	BIO 165	Anatomy & Physiology I	P/C	3	3	0	4
	ENG 111	Writing & Inquiry	P/C	3	0	0	3
	HSC 120	CPR		0	2	0	1
*	MED 121	Medical Terminology I		3	0	0	3
	MED 122	Medical Terminology II	P/C	3	0	0	3
*	PSY 150	General Psychology		3	0	0	3
		Total		**15**	**5**	**0**	**17**
Spring Semester (First Year)							
	BIO 166	Anatomy & Physiology II	P/C	3	3	0	4
	ENG 112	Writing/Research in the Disciplines	P/C	3	0	0	3
*	PBT 100	Phlebotomy Technology	P/C	5	2	0	6
*	PBT 101	Phlebotomy Practicum	P/C	0	0	9	3
	PSY 241	Developmental Psychology		3	0	0	3
		Total		**14**	**5**	**9**	**19**
Summer Session (First Year)							
	BIO 275	Microbiology	P/C	3	3	0	4
*	CIS 110	Intro to Computers		2	2	0	3
		Total		**5**	**5**	**0**	**7**

Total Semester Hours Required for Phlebotomy Diploma: 43

*** Total Semester Hours Required for Phlebotomy Certificate: 18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PRACTICAL NURSING

D45660

Diploma

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Specific Admission Information: The application and testing deadline is October 15 for the upcoming Fall Semester Program.

Note: Clinical experiences in the Practical Nursing Program are supervised by an instructor and/or an on-site resource person. Students do not receive monetary compensation for their clinical experience.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
NUR	101	Practical Nursing I (1st 12 weeks)	P/C	7	6	6	11
NUR	102AB	Practical Nursing II (last 4 weeks)	P/C	3	0	4	4
		Total		**16**	**9**	**10**	**22**
Spring Semester							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
NUR	102BB	Practical Nursing II (1st 8 weeks)	P/C	4	0	5	6
NUR	103	Practical Nursing III (2nd 8 weeks)	P/C	6	0	9	9
PSY	150	General Psychology		3	0	0	3
		Total		**16**	**3**	**14**	**22**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Practical Nursing Diploma: 44

TAXIDERMY

D30380

Diploma/Certificates

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection and preparation. Students will learn basic mounting procedures, finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

	Special Note		Class Hours	Lab Hours	Credit Hours
Bird Certificate					
1st Fall Semester					
+ TXY 110		Bird Preparation	2	6	5
+ TXY 112AB		Bird Quality Control & Mounting – Part A	1	3	2.5
2nd Fall Semester					
+ TXY 112BB		Bird Quality Control & Mounting – Part B	1	3	2.5
+ TXY 114		Bird Finishing	2	6	5
		Total	**6**	**18**	**15**
Mammal Certificate					
1st Spring Semester					
# TXY 121		Mammal Preparation	2	6	5
# TXY 122AB		Mammal Quality Control & Mounting – Part A	1	3	2.5
2nd Spring Semester					
# TXY 122BB		Mammal Quality Control & Mounting – Part B	1	3	2.5
# TXY 123		Mammal Finishing	2	6	5
		Total	**6**	**18**	**15**
Fish Certificate					
1st Summer Session					
* TXY 131		Fish Preparation	2	6	5
*		*To complete the Fish certificate, choose one of the following courses*	3	0	3
		ENG 111 Writing & Inquiry **or** MAT 110 Math Measurement & Literacy P/C			
2nd Summer Session					
* TXY 133		Fish Finishing	2	6	5
		Total	7	**12**	**13**

Taxidermy Diploma

To complete requirements for a diploma in Taxidermy, students must complete (1) all of the TXY courses listed above; (2) MAT 110; **and** (3) ENG 111 Writing & Inquiry.

Depending on sufficient enrollment, the English and math courses may be available during evening hours, but will most frequently be offered as day and/or online courses.

• P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

	Total Semester Hours Required for Taxidermy Diploma:	**46**
+	**Total Semester Hours Required for Bird Certificate:**	**15**
#	**Total Semester Hours Required for Mammal Certificate:**	**15**
*****	**Total Semester Hours Required for Fish Certificate:**	**13**

WELDING TECHNOLOGY

A50420

A.A.S. Degree/Certificates

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application. Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Curriculum Programs of Study

WELDING TECHNOLOGY
A50420
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ENG	111	Writing & Inquiry	P/C	3	0	3
	MAT	121	Algebra/Trigonometry I	P/C	2	2	3
*	WLD	110	Cutting Processes		1	3	2
*	WLD	112	Basic Welding Processes		1	3	2
# *	WLD	115	SMAW (Stick) Plate		2	9	5
			Total		**9**	**17**	**15**
Spring Semester (First Year)							
	ENG	114	Professional Research & Reporting	P/C	3	0	3
#	WLD	121	GMAW (MIG) FCAW/Plate		2	6	4
#	WLD	131	GTAW (TIG) Plate		2	6	4
*	WLD	141	Symbols & Specifications		2	2	3
			Total		**9**	**14**	**14**
Summer Session (First Year)							
Take 4 credit hours from:							
	DFT	119	Basic CAD		1	2	2
	WLD	116	SMAW (Stick) Plate/Pipe	P/C	1	9	4
	WLD	143	Welding Metallurgy		1	2	2
	WLD	215	SMAW (Stick) Pipe	P/C	1	9	4
	WLD	261	Certification Practices	P/C	1	3	2
			Total		**1**	**4-9**	**4**
Fall Semester (Second Year)							
	WLD	132	GTAW (TIG) Plate/Pipe	P/C	1	6	3
#	WLD	151	Fabrication I	P/C	2	6	4
Take 8 credit hours from:							
	DFT	119	Basic CAD		1	2	2
	WLD	122	GMAW (MIG) Plate/Pipe	P/C	1	6	3
	WLD	143	Welding Metallurgy		1	2	2
	WLD	215	SMAW (Stick) Pipe	P/C	1	9	4
	WLD	261	Certification Practices	P/C	1	3	2
	WLD	262	Inspection & Testing		2	2	3
Humanities/Fine Arts elective – choose from:					3	0	3
HUM 110 Technology & Society, HUM 115 Critical Thinking (P/C), PHI 240 Introduction to Ethics (P/C)							
			Total		**9-10**	**22-26**	**18**
Spring Semester (Second Year)							
	WLD	251	Fabrication II	P/C	1	6	3
Take 11 credit hours from:							
	DFT	119	Basic CAD		1	2	2
	WLD	122	GMAW (MIG) Plate/Pipe	P/C	1	6	3
	WLD	143	Welding Metallurgy		1	2	2
	WLD	215	SMAW (Stick) Pipe	P/C	1	9	4
	WLD	231	GTAW (TIG) Pipe	P/C	1	6	3
	WLD	261	Certification Practices		1	3	2
	WLD	262	Inspection & Testing		2	2	3
Social/Behavioral Science elective – choose from:					3	0	3
ECO 251 Principles of Microeconomics, PSY 150 General Psychology							
			Total		**8-9**	**22-26**	**17**

Total Semester Hours Required for Welding Technology A.A.S. Degree: 68
*** Total Semester Hours Required for Welding Technology Basic Certificate: 12**
 # Total Semester Hours Required for Welding Technology Intermediate Certificate: 17

Curriculum Programs of Study

Program offered only at Southern Correctional Institution

FOODSERVICE TECHNOLOGY

C55250

Certificate

This curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions in industrial, institutional or commercial production foodservice operations.

Courses include sanitation, basic and intermediate foodservice production skills, baking, menus, purchasing and basic cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in production foodservice settings or entry-level kitchen management in an institutional foodservice setting.

			Special Note	Class Hours	Lab Hours	Credit Hours
CIS	113	Computer Basics		0	2	1
FST	100	Intro to Foodservice		3	0	3
FST	101	Intro to Baking	P/C	1	4	3
FST	102	Basic Foodservice Skills	P/C	4	8	8
FST	103	Safety and Sanitation		2	0	2
		Total		**10**	**14**	**17**

Total Semester Hours Required for Foodservice Technology Certificate: 17

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Course Descriptions

ACA-115 Success & Study Skills (1.00 cr.)
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Lab/Shop Hours (2.00).

ACA-122 College Transfer Success (1.00 cr.)
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

ACC-120 Prin of Financial Accounting (4.00 cr.)
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (2.00).

ACC-121 Prin of Managerial Accounting (4.00 cr.)
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take ACC-120 (Required, Previous).

Course Descriptions

ACC-129 Individual Income Taxes (3.00 cr.)
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ACC-140 Payroll Accounting (2.00 cr.)
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. Classroom Hours (1.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous).

ACC-150 Accounting Software Appl (2.00 cr.)
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. Classroom Hours (1.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous).

AHR-110 Intro to Refrigeration (5.00 cr.)
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. Classroom Hours (2.00), Lab/Shop Hours (6.00).

AHR-111 HVACR Electricity (3.00 cr.)
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AHR-112 Heating Technology (4.00 cr.)
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. Classroom Hours (2.00), Lab/Shop Hours (4.00).

Course Descriptions

AHR-113 Comfort Cooling (4.00 cr.)
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation. Classroom Hours (2.00), Lab/Shop Hours (4.00).

AHR-114 Heat Pump Technology (4.00 cr.)
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. Classroom Hours (2.00), Lab/Shop Hours (4.00).
Requisite courses: Take One: AHR-110 or AHR-113 (Required, Previous).

AHR-130 HVAC Controls (3.00 cr.)
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: AHR-111, ELC-111, or ELC-112 (Required, Previous).

AHR-133 HVAC Servicing (4.00 cr.)
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses:
Take One: AHR-112 OR AHR-113 (Required, Previous or concurrent).
Take AHR-112 and AHR-113 (Recommended, Previous or concurrent).

AHR-151 HVAC Duct Systems I (2.00 cr.)
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. Classroom Hours (1.00), Lab/Shop Hours (3.00).

AHR-160 Refrigerant Certification (1.00 cr.)
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. Classroom Hours (1.00).

Course Descriptions

AHR-180 HVACR Customer Relations (1.00 cr.)
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. Classroom Hours (1.00).

AHR-211 Residential System Design (3.00 cr.)
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AHR-212 Advanced Comfort Systems (4.00 cr.)
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take AHR-114 (Required, Previous).

AHR-213 HVACR Building Code (2.00 cr.)
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon complete on, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade. Classroom Hours (1.00), Lab/Shop Hours (2.00).

ALT-120 Renewable Energy Tech (3.00 cr.)
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydroelectric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ANT-210 General Anthropology (3.00 cr.)
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Course Descriptions

ANT-220 Cultural Anthropology (3.00 cr.)
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.
This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ANT-240 Archaeology (3.00 cr.)
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ART-111 Art Appreciation (3.00 cr.)
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-114 Art History Survey I (3.00 cr.)
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-115 Art History Survey II (3.00 cr.)
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Course Descriptions

BIO-106 Intro to Anat/Phys/Micro (3.00 cr.)
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. Classroom Hours (2.00), Lab/Shop Hours (2.00).

BIO-111 General Biology I (4.00 cr.)
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

BIO-112 General Biology II (4.00 cr.)
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take BIO-111 (Required, Previous).

BIO-140 Environmental Biology (3.00 cr.)
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00).

BIO-140A Environmental Biology Lab (1.00 cr.)
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Lab Hours (3.00).

Course Descriptions

BIO-155 Nutrition (3.00 cr.)
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BIO-165 Anatomy and Physiology I (4.00 cr.)
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take DRE-097(S23642); (Required, Previous).

BIO-166 Anatomy and Physiology II (4.00 cr.)
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take BIO-165 (Required, Previous).

BIO-275 Microbiology (4.00 cr.)
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses:
Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168 (Required, Previous).

Course Descriptions

BUS-110 Introduction to Business (3.00 cr.)
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-115 Business Law I (3.00 cr.)
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-121 Business Math (3.00 cr.)
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. Classroom Hours (2.00), Lab/Shop Hours (2.00).

BUS-137 Principles of Management (3.00 cr.)
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-153 Human Resource Management (3.00 cr.)
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. Classroom Hours (3.00).

BUS-225 Business Finance (3.00 cr.)
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take ACC-120 (Required, Previous).

Course Descriptions

BUS-240 Business Ethics (3.00 cr.)
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. Classroom Hours (3.00).

BUS-260 Business Communication (3.00 cr.)
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. Classroom Hours (3.00).
Requisite courses: Take One: ENG-110 or ENG-111 (Required, Previous).

BUS-280 REAL Small Business (4.00 cr.)
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. Classroom Hours (4.00).

CET-111 Computer Upgrade/Repair I (3.00 cr.)
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CET-211 Computer Upgrade/Repair II (3.00 cr.)
This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. Classroom Hours (2.00), Lab/Shop Hours (3.00).
Requisite courses: Take CET-111 (Required, Previous).

CHM-151 General Chemistry I (4.00 cr.)
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses:
Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; (Required, Previous).

Course Descriptions

CHM-152 General Chemistry II (4.00 cr.)
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take CHM-151 (Required, Previous).

CIS-110 Introduction to Computers (3.00 cr.)
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (2.00).

CIS-111 Basic PC Literacy (2.00 cr.)
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. Classroom Hours (1.00), Lab/Shop Hours (2.00).

CIS-113 Computer Basics (1.00 cr.)
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. Lab/Shop Hours (2.00).

CIS-115 Intro to Prog & Logic (3.00 cr.)
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (3.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040; Set 2: DMA-025 and DMA-040; Set 3: MAT-121; Set 4: MAT-171 (Required, Previous).

Course Descriptions

CJC-100 Basic Law Enforcement Training (20.00 cr.)
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. Classroom Hours (10.00), Lab/Shop Hours (30.00).

CJC-111 Intro to Criminal Justice (3.00 cr.)
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-112 Criminology (3.00 cr.)
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. Classroom Hours (3.00).

CJC-113 Juvenile Justice (3.00 cr.)
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. Classroom Hours (3.00).

CJC-120 Interviews/Interrogations (2.00 cr.)
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. Classroom Hours (1.00), Lab/Shop hours (2.00).

CJC-121 Law Enforcement Operations (3.00 cr.)
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

Course Descriptions

CJC-131 Criminal Law (3.00 cr.)
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. Classroom Hours (3.00).

CJC-132 Court Procedure & Evidence (3.00 cr.)
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. Classroom Hours (3.00).

CJC-160 Terrorism: Underlying Issu (3.00 cr.)
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. Classroom Hours (3.00).

CJC-212 Ethics & Comm Relations (3.00 cr.)
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. Classroom Hours (3.00).

CJC-214 Victimology (3.00 cr.)
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. Classroom Hours (3.00).

CJC-221 Investigative Principles (4.00 cr.)
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Course Descriptions

CJC-225 Crisis Intervention (3.00 cr.)
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. Classroom Hours (3.00).

CJC-231 Constitutional Law (3.00 cr.)
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. Classroom Hours (3.00).

CJC-232 Civil Liability (3.00 cr.)
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. Classroom Hours (3.00).

CJC-241 Community-Based Corrections (3.00 cr.)
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community. Classroom Hours (3.00).

COM-110 Introduction to Communication (3.00 cr.)
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

COM-231 Public Speaking (3.00 cr.)
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

Course Descriptions

CTI-110 Web, Pgm, & Db Foundation (3.00 cr.)
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTI-120 Network & Sec Foundation (3.00 cr.)
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTI-140 Virtualization Concepts (3.00 cr.)
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines. Classroom Hours (1.00), Lab/Shop Hours (4.00).

CTS-115 Info Sys Business Concepts (3.00 cr.)
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CTS-125 Presentation Graphics (3.00 cr.)
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. Classroom Hours (2.00), Lab/Shop Hours (2.00). Requisite courses: Take One: CIS-110 or CIS-111 (Required, Previous).

CTS-130 Spreadsheet (3.00 cr.)
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: CIS-110, CIS-111, or OST-137 (Required, Previous).

Course Descriptions

CTS-155 Tech Support Functions (3.00 cr.)
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DBA-110 Database Concepts (3.00 cr.)
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. Classroom Hours (2.00), Lab/Shop Hours (3.00).

DBA-115 Database Applications (3.00 cr.)
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DDT-110 Developmental Disabilities (3.00 cr.)
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Classroom Hours (3.00).

DDT-120 Teaching Developmental Disable (3.00 cr.)
This course covers teaching modalities which enhance learning among people with developmental disabilities. Topics include assessment, support strategies, writing behavioral strategies, teaching methods, and documentation. Upon completion, students should be able to demonstrate competence in individual program plan development and implementation. Classroom Hours (3.00).
Requisite courses: Take DDT-110 (Required, Previous).

DDT-210 DDT Health Issues (3.00 cr.)
This course introduces the health and medical aspects of assisting people with developmental disabilities. Topics include universal precautions, medication, wellness, nutrition, human sexuality, and accessing medical services. Upon completion, students should be able to identify and implement strategies to promote wellness and manage chronic health conditions. Classroom Hours (3.00).
Requisite courses: Take DDT-110 (Required, Previous).

Course Descriptions

DDT-220 Program Planning Process (3.00 cr.)
This course covers the individual program planning process used in services for people with developmental disabilities. Topics include basic components and benefits of the process, the effect of values on outcomes, and group problem-solving methods. Upon completion, students should be able to demonstrate an understanding of effective group process in program planning and the individual roles of team members. Classroom Hours (3.00).

DEN-100 Basic Orofacial Anatomy (2.00 cr.)
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Classroom Hours (2.00).

DEN-101 Preclinical Procedures (7.00 cr.)
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. Classroom Hours (4.00), Lab/Shop Hours (6.00).

DEN-102 Dental Materials (4.00 cr.)
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Classroom Hours (2.00), Lab/Shop Hours (4.00).

DEN-103 Dental Sciences (2.00 cr.)
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. Classroom Hours (2.00).

DEN-104 Dental Health Education (3.00 cr.)
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DEN-105 Practice Management (2.00 cr.)
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Classroom Hours (2.00).

Course Descriptions

DEN-106 Clinical Practice I (6.00 cr.)
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. Classroom Hours (2.00), Clinical Hours (12.00).
Requisite courses: Take DEN-101 (Required, Previous).

DEN-107 Clinical Practice II (5.00 cr.)
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. Classroom Hours (1.00), Clinical Hours (12.00).
Requisite courses: Take DEN-106 (Required, Previous).

DEN-111 Infection/Hazard Control (2.00 cr.)
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. Classroom Hours (2.00).

DEN-112 Dental Radiography (3.00 cr.)
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Classroom Hours (2.00), Lab/Shop Hours (3.00).

DFT-170 Engineering Graphics (3.00 cr.)
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DMA-010 Operations With Integers (1.00 cr.)
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. Classroom Hours (0.75), Lab/Shop Hours (0.50).

Course Descriptions

DMA-020 Fractions and Decimals (1.00 cr.)
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses: Take DMA-010 (Required, Previous).

DMA-030 Propor/Ratio/Rate/Percent (1.00 cr.)
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses: Take All: DMA-010 and DMA-020 (Required, Previous).

DMA-040 Express/Lin Equat/Inequal (1.00 cr.)
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020 and DMA-030 Set 2: DMA-025 (Required, Previous).

DMA-050 Graphs/Equations of Lines (1.00 cr.)
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030 and DMA-040 Set 2: DMA-025 and DMA-040 (Required, Previous).

DMA-060 Polynomial/Quadratic Appl (1.00 cr.)
This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050 Set 2: DMA-010, DMA-020, DMA-030, and DMA-045 Set 3: DMA-025, DMA-040, and DMA-050 Set 4: DMA-025 and DMA-045 (Required, Previous).

Course Descriptions

DMA-070 Rational Express/Equation (1.00 cr.)
This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DMA-060 Set 2: DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060 Set 3: DMA-025, DMA-040, DMA-050 and DMA-060 Set 4: DMA-025, DMA-045 and DMA-060 Set 4: DMA-025, DMA-045 and DMA-060 (Required, Previous).

DMA-080 Radical Express/Equations (1.00 cr.)
This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060 and DMA-070 Set 2: DMA-010, DMA-020, DMA-030, DMA-060, and DMA-070 Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, and DMA-070 Set 4: DMA-025, DMA-040, DMA-050, DMA-060, and DMA-070 Set 5: DMA-025, DMS-045, DMA-060, and DMA-070 Set 6: DMA-040, DMA-050, DMA-060, and DMA-070 (Required, Previous).

DMS-001 Developmental Math Shell 1 (1.00 cr.)
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. Classroom Hours (.75), Lab/Shop Hours (.50).

DMS-002 Developmental Math Shell 2 (2.00 cr.)
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. Classroom Hours (1.50), Lab/Shop Hours (1.00).

DMS-003 Developmental Math Shell 3 (3.00 cr.)
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. Classroom Hours (2.25), Lab/Shop Hours (1.50).

Course Descriptions

DRA-111 Theatre Appreciation (3.00 cr.)
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

DRE-099 Integrated Reading Writing III (2.00 cr.)
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark. Classroom Hours (2.50), Lab/Shop Hours (1.00).
Requisite courses:
TAKE DRE-097 (Required, Previous).
Take ENG-111 (Required, Previous or concurrent).

ECO-251 Prin of Microeconomics (3.00 cr.)
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ECO-252 Prin of Macroeconomics (3.00 cr.)
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Course Descriptions

EDU-119 Intro to Early Child Educ (4.00 cr.)
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. Classroom Hours (4.00).

EDU-131 Child, Family, & Commun (3.00 cr.)
This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-144 Child Development I (3.00 cr.)
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-145 Child Development II (3.00 cr.)
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

Course Descriptions

EDU-146 Child Guidance (3.00 cr.)
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-151 Creative Activities (3.00 cr.)
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-153 Health, Safety & Nutrit (3.00 cr.)
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-157 Active Play (3.00 cr.)
This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

Course Descriptions

EDU-216 Foundations of Education (3.00 cr.)
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-221 Children with Exceptional (3.00 cr.)
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).
Requisite courses: Take one set: Set 1: EDU-144, EDU-145 Set 2: PSY-244 PSY-245 (Required, Previous).
Take DRE-098 (Required, Previous or concurrent).

EDU-234 Infants, Toddlers, & Twos (3.00 cr.)
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. Classroom Hours (3.00).
Requisite courses:
Take EDU-119 (Required, Previous).
Take DRE-098 (Required, Previous or concurrent).

Course Descriptions

EDU-250 Teacher Licensure Preparation (3.00 cr.)
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. Classroom Hours (3.00).
Requisite courses: Take One Set: Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3: ENG-111 and MAT-171 (Required, Previous or concurrent).

EDU-251 Exploration Activities (3.00 cr.)
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-259 Curriculum Planning (3.00 cr.)
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. Classroom Hours (3.00).
Requisite courses:
Take EDU-119 (Required, Previous).
Take DRE-098 (Required, Previous or concurrent).

EDU-261 Early Childhood Admin I (3.00 cr.)
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. Classroom Hours (3.00).
Requisite courses: Take EDU-119 and DRE-098 (Required, Previous or concurrent).

Course Descriptions

EDU-262 Early Childhood Admin II (3.00 cr.)
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. Classroom Hours (3.00).
Requisite courses:
Take DRE-098, EDU-119, and EDU-261 (Required, Previous).

EDU-280 Language/Literacy Experiences (3.00 cr.)
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-284 Early Child Capstone Prac (4.00 cr.)
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. Classroom Hours (1.00), Lab/Shop Hours (9.00).
Requisite courses:
Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151 Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151 Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151 (Required, Previous).
Take DRE-098 (Required, Previous or concurrent).

ELC-112 DC/AC Electricity (5.00 cr.)
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. Classroom Hours (3.00), Lab/Shop Hours (6.00).

Course Descriptions

ELC-113 Residential Wiring (4.00 cr.)
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-115 Industrial Wiring (4.00 cr.)
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-117 Motors and Controls (4.00 cr.)
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-126 Electrical Computations (3.00 cr.)
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ELC-128 Intro to PLC (3.00 cr.)
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELN-132 Analog Electronics II (4.00 cr.)
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-133 Digital Electronics (4.00 cr.)
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Course Descriptions

ELN-137 Electr Devices & Circuits (5.00 cr.)
This course covers diodes, transistors, linear integrated circuits, and IC voltage regulators. Topics include power supplies, switching circuits, amplifiers, oscillators, active filters, and other related topics. Upon completion, students should be able to analyze and troubleshoot circuits using schematic diagrams, appropriate test equipment, and manufacturer's data sheets. Classroom Hours (4.00), Lab/Shop Hours (3.00).

ELN-229 Industrial Electronics (4.00 cr.)
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-260 Prog Logic Controllers (4.00 cr.)
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ENG-101 Applied Communications I (3.00 cr.)
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. Classroom Hours (3.00).

ENG-111 Writing and Inquiry (3.00 cr.)
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).
Requisite courses: Take DRE-098

ENG-112 Writing/Research in the Disc (3.00 cr.)
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

Course Descriptions

ENG-114 Prof Research & Reporting (3.00 cr.)
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

ENG-131 Introduction to Literature (3.00 cr.)
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses:
Take ENG-111 (Required, Previous).
Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous or concurrent).

ENG-231 American Literature I (3.00 cr.)
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG 113, or ENG 114 (Required, Previous).

ENG-232 American Literature II (3.00 cr.)
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-241 British Literature I (3.00 cr.)
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-112, ENG-113, or ENG-114 (Required, Previous).

Course Descriptions

ENG-242 British Literature II (3.00 cr.)
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-261 World Literature I (3.00 cr.)
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-262 World Literature II (3.00 cr.)
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

FOR-121 Dendrology (4.00 cr.)
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses. Classroom Hours (2.00), Lab/Shop Hours (6.00).

FOR-123 Forest Botany (3.00 cr.)
This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-131 Forest Measurements (3.00 cr.)
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment. Classroom Hours (2.00), Lab/Shop Hours (3.00).

Course Descriptions

FOR-171 Intro to Forest Resources (3.00 cr.)
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind. Classroom Hours (3.00).

FOR-172 Intro to Timber Harvest (3.00 cr.)
This course introduces the history, economic impact, and trends in the timber harvesting industry. Emphasis is placed on safety and environmental orientation, the process of logging and physical conditioning. Upon completion, students should be able to explain the economic and environmental impact, and physical demands of the logging industry. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-173 Soils & Hydrology (3.00 cr.)
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-175 Wildlife/Environ Studies (3.00 cr.)
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-212 Forest Surv & Aerial Interpr (3.00 cr.)
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-215 Intro to GIS/GPS (3.00 cr.)
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications. Classroom Hours (1.00), Lab/Shop Hours (4.00).

FOR-225 Silvics & Silviculture (4.00 cr.)
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Course Descriptions

FOR-232 Forest Mensuration (4.00 cr.)
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take FOR-131 (Required, Previous).

FOR-240 Forest Protection (3.00 cr.)
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-245 Forest Pesticides (3.00 cr.)
This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-271 Forest Management (3.00 cr.)
This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships. Classroom Hours (2.00), Lab/Shop Hours (3.00).
Requisite courses: Take All: FOR-225 and FOR-232 (Required, Previous).

FOR-282 Forest Recreation (3.00 cr.)
This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-285 Logging & Marketing (3.00 cr.)
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FST-100 Intro to Foodservice (3.00 cr.)
This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. Classroom Hours (3.00).

Course Descriptions

FST-101 Quantity Baking I (3.00 cr.)
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. Classroom Hours (1.00), Lab/Shop Hours (4.00).
Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent).

FST-102 Foodservice Skills I (8.00 cr.)
This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations. Classroom Hours (4.00), Lab/Shop Hours (8.00).
Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent).

FST-103 Foodservice Sanitation (2.00 cr.)
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. Classroom Hours (2.00).

FWL-212 Wildlife Policy & Law (2.00 cr.)
This course covers natural resource policies and laws developed by various governmental agencies. Topics include current political issues involved in resource management and the principles, techniques, and jurisdictional boundaries in the field of wildlife law enforcement. Upon completion, students should be able to identify, describe, and assess the influences of policies and laws on natural resource management. Classroom Hours (2.00).

FWL-214 Hunter Safety (1.00 cr.)
This course provides instruction in proper and safe hunting practices. Topics include hunting ethics and laws, identification of game species, and safe handling of firearms. Upon completion, students should be able to demonstrate competence in firearms handling in hunting situations. Classroom Hours (1.00).

FWL-254 Habitat Manipulation (3.00 cr.)
This course is a study and application of management practices beneficial to wildlife. Emphasis is placed on methods for increasing food production, developing water sources, increasing cover requirements, and improving wetlands. Upon completion, students should be able to demonstrate an understanding of techniques and methods to manipulate wildlife habitats. Classroom Hours (2.00), Lab/Shop Hours (3.00).

Course Descriptions

GEO-111 World Regional Geography (3.00 cr.)
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

GIS-111 Introduction to GIS (3.00 cr.)
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GIS-121 Georeferencing & Mapping (3.00 cr.)
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GIS-215 GIS Data Models (3.00 cr.)
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GSM-111 Gunsmithing I (6.00 cr.)
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-120 Gunsmithing Tools (6.00 cr.)
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing. Classroom Hours (2.00), Lab/Shop Hours (12.00).

Course Descriptions

GSM-125 Barrel Fitting/Alteration (6.00 cr.)
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes. Classroom Hours (3.00), Lab/Shop Hours (9.00).

GSM-127 General Repair (6.00 cr.)
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills. Classroom Hours (3.00), Lab/Shop Hours (9.00).

GSM-223 Rifle Stockmaking (6.00 cr.)
This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on the design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-225 Gunmetal Refinishing (6.00 cr.)
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-227 Adv Repair Technology (6.00 cr.)
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-230 Handgun Technology (5.00 cr.)
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns. Classroom Hours (2.00), Lab/Shop Hours (9.00).

GSM-235 Current Gunsmithing Tech (6.00 cr.)
This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding. Classroom Hours (2.00), Lab/Shop Hours (12.00).

Course Descriptions

GSM-240 Modern Sporting Firearms (6.00 cr.)
This course covers current custom gunsmithing applications as related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to modern firearms used in sporting and competition events. Classroom Hours (2.00), Lab/Shop Hours (12.00).

HEA-110 Personal Health/Wellness (3.00 cr.)
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

HIS-111 World Civilizations I (3.00 cr.)
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-112 World Civilizations II (3.00 cr.)
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-121 Western Civilization I (3.00 cr.)
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Course Descriptions

HIS-122 Western Civilization II (3.00 cr.)
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-131 American History I (3.00 cr.)
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-132 American History II (3.00 cr.)
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HSC-120 CPR (1.00 cr.)
This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions. Lab Hours (2.00).

HSE-110 Intro to Human Services (3.00 cr.)
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-112 Group Process I (2.00 cr.)
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. Classroom Hours (1.00), Lab/Shop Hours (2.00).

Course Descriptions

HSE-123 Interviewing Techniques (3.00 cr.)
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-125 Counseling (3.00 cr.)
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-210 Human Services Issues (2.00 cr.)
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. Classroom Hours (2.00).

HSE-220 Case Management (3.00 cr.)
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take HSE-110 (Required, Previous).
Take ENG-111(S13673). (Required, Previous).

HSE-225 Crisis Intervention (3.00 cr.)
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. Classroom Hours (3.00).

HSE-255 Health Problems and Prevention (3.00 cr.)
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Course Descriptions

HUM-110 Technology and Society (3.00 cr.)
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-115 Critical Thinking (3.00 cr.)
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

HUM-120 Cultural Studies (3.00 cr.)
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-150 American Womens Studies (3.00 cr.)
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-160 Introduction to Film (3.00 cr.)
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Course Descriptions

ISC-110 Workplace Safety (1.00 cr.)
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. Classroom Hours (1.00).

MAT-110 Math Measurement & Literacy (3.00 cr.)
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. . Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: Take DMA-010 DMA-020 and DMA-030 Set 2: Take DMA-025 (Required, Previous).

MAT-121 Algebra/Trigonometry I (3.00 cr.)
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060 Set 2: DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060 Set 3: DMA-025, DMA-040, DMA-050, and DMA-060 Set 4: DMA-025, DMA-045, and DMA-060 (Required, Previous).

MAT-143 Quantitative Literacy (3.00 cr.)
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take All One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098 Set 3: DMA-025, DMA-040, DMA-050, and DRE-098
Set 4: DMA-025, DMA-045, and DRE-098 (Required, Previous).

Course Descriptions

MAT-152 Statistical Methods I (4.00 cr.)
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098 Set 3: DMA-025, DMA-040, DMA-050, and DRE-098 Set 4: DMA-025, DMA-045, and DRE-098 (Required, Previous).

MAT-171 Precalculus Algebra (4.00 cr.)
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080 Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065 Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 6: DMA-025, DMA-040, DMA-050, and DMA-065 Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080 Set 8: DMA-025, DMA-045, and DMA-065 Set 9: MAT-121 DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080
(Required, Previous).

MAT-172 Precalculus Trigonometry (4.00 cr.)
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take MAT-171 (Required, Previous).

Course Descriptions

MAT-263 Brief Calculus (4.00 cr.)
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take MAT-171 (Required, Previous).

MAT-271 Calculus I (4.00 cr.)
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take: MAT-172 (Required, Previous).

MAT-272 Calculus II (4.00 cr.)
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take MAT-271 (Required, Previous).

MED-110 Orientation to Med Assist (1.00 cr.)
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. Classroom Hours (1.00).

MED-118 Medical Law and Ethics (2.00 cr.)
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. Classroom Hours (2.00).

Course Descriptions

MED-121 Medical Terminology I (3.00 cr.)
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. Classroom Hours (3.00).

MED-122 Medical Terminology II (3.00 cr.)
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. Classroom Hours (3.00).
Requisite courses: Take MED-121 (Required, Previous).

MED-130 Admin Office Proc I (2.00 cr.)
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MED-131 Admin Office Proc II (2.00 cr.)
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MED-140 Exam Room Procedures I (5.00 cr.)
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. Classroom Hours (3.00), Lab/Shop Hours (4.00).

MED-150 Laboratory Procedures I (5.00 cr.)
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. Classroom Hours (3.00), Lab/Shop Hours (4.00).

MED-232 Medical Insurance Coding (2.00 cr.)
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. Classroom Hours (1.00), Lab/Shop Hours (3.00).

Course Descriptions

MED-240 Exam Room Procedures II (5.00 cr.)
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. Classroom Hours (3.00), Lab/Shop Hours (4.00).
Requisite courses: Take MED-140 (Required, Previous).

MED-260 MED Clinical Practicum (5.00 cr.)
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Clinical Hours (15.00).

MED-262 Clinical Perspectives (1.00 cr.)
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. Classroom Hours (1.00).

MED-264 Med Assisting Overview (2.00 cr.)
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. Classroom Hours (2.00).

MED-270 Symptomatology (3.00 cr.)
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. Classroom Hours (2.00), Lab/Shop Hours (2.00).

MED-272 Drug Therapy (3.00 cr.)
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. Classroom Hours (3.00).

MEG-110 Tools, Term, & Procedures (4.00 cr.)
This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals. Classroom Hours (2.00), Lab/Shop Hours (6.00).

Course Descriptions

MEG-111 Scroll Cutting & Design (5.00 cr.)
This course introduces the techniques of drawing and engraving basic bias scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace. Classroom Hours (2.00), Lab/Shop Hours (9.00).

MEG-114 Bolino (4.00 cr.)
This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals. Classroom Hours (2.00), Lab/Shop Hours (6.00).

MEG-115 Lettering & Calligraphy (3.00 cr.)
This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles. Classroom Hours (2.00), Lab/Shop Hours (3.00).

MEG-116 Flush & Raised Inlay (2.00 cr.)
This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermax engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MEG-117 Engraving Applications (4.00 cr.)
This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take MEG-111 (Required, Previous).

MEG-118 Scroll Drawing (2.00 cr.)
This course provides the opportunity to develop personal application of the elements of design into scroll drawings. Emphasis is placed on design elements, creativity, advanced scroll anatomy, and developing personal styles. Upon completion, students should be able to incorporate their own unique style of scroll drawings into complex geometric shapes. Classroom Hours (1.00), Lab/Shop Hours (3.00).
Requisite courses: Take MEG-111 (Required, Previous).

MKT-120 Principles of Marketing (3.00 cr.)
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. Classroom Hours (3.00).

Course Descriptions

MKT-125 Buying and Merchandising (3.00 cr.)
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Classroom Hours (3.00).

MKT-220 Advertising and Sales Promotio (3.00 cr.)
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Classroom Hours (3.00).

MKT-223 Customer Service (3.00 cr.)
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. Classroom Hours (3.00).

MUS-110 Music Appreciation (3.00 cr.)
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

MUS-121 Music Theory I (3.00 cr.)
This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

MUS-122 Music Theory II (3.00 cr.)
This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).
Requisite courses: Take MUS-121 (Required, Previous).

Course Descriptions

MUS-131 Chorus I (1.00 cr.)
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).

MUS-132 Chorus II (1.00 cr.)
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-131 (Required, Previous).

MUS-137 Orchestra I (1.00 cr.)
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).

MUS-138 Orchestra II (1.00 cr.)
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-137 (Required, Previous).

MUS-141 Ensemble I (1.00 cr.)
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).

Course Descriptions

MUS-142 Ensemble II (1.00 cr.)
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-141 (Required, Previous).

MUS-151 Class Music I (1.00 cr.)
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).

MUS-152 Class Music II (1.00 cr.)
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-151 (Required, Previous).

MUS-161 Applied Music I (2.00 cr.)
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab Hours (2.00).

MUS-162 Applied Music II (2.00 cr.)
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab Hours (2.00).
Requisite courses: Take MUS-161 (Required, Previous).

Course Descriptions

MUS-231 Chorus III (1.00 cr.)
This course provides a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-132 (Required, Previous).

MUS-232 Chorus IV (1.00 cr.)
This course provides a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-231 (Required, Previous).

MUS-237 Orchestra III (1.00 cr.)
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-138 (Required, Previous).

MUS-238 Orchestra IV (1.00 cr.)
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-237 (Required, Previous).

MUS-241 Ensemble III (1.00 cr.)
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-142 (Required, Previous).

Course Descriptions

MUS-242 Ensemble IV (1.00 cr.)
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab Hours (2.00).
Requisite courses: Take MUS-241 (Required, Previous).

NAS-101 Nurse Aide I (6.00)
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. Classroom Hours (3.00), Lab Hours (4.00), Clinical Hours (3.00)

NAS-102 Nurse Aide II (6.00)
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry Classroom Hours (3.00), Lab Hours (2.00), Clinical Hours (6.00)

NET-110 Networking Concepts (3.00 cr.)
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NOS-120 Linux/UNIX Single User (3.00 cr.)
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NOS-130 Windows Single User (3.00 cr.)
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Course Descriptions

NOS-230 Windows Admin I (3.00 cr.)
This course covers the installation and administration of a Windows Server network operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NUR-101 Practical Nursing I (11.00 cr.)
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Classroom Hours (7.00), Lab/Shop Hours (6.00), Clinical Hours (6.00).

NUR-102 Practical Nursing II (10.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Classroom Hours (7.00), Clinical Hours (9.00).
Requisite courses: Take NUR-101 (Required, Previous).

NUR-103 Practical Nursing III (10.00 cr.)
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. Classroom Hours (6.00), Clinical Hours (12.00).

OST-130 Comprehensive Keyboarding (3.00 cr.)
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-131 Keyboarding (2.00 cr.)
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Classroom Hours (1.00), Lab/Shop Hours (2.00).

OST-134 Text Entry & Formatting (3.00 cr.)
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: OST-130 or OST-131 (Required, Previous).

Course Descriptions

OST-136 Word Processing (3.00 cr.)
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-148 Medical Insurance & Billing (3.00 cr.)
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. Classroom Hours (3.00).

OST-164 Office Editing (3.00 cr.)
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. Classroom Hours (3.00).

OST-184 Records Management (3.00 cr.)
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-236 Adv Word/Information Proc (3.00 cr.)
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take OST-136 (Required, Previous).

OST-247 Procedure Coding (3.00 cr.)
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take one: MED-121 or OST-141 (Required, Previous).

OST-248 Diagnostic Coding (3.00 cr.)
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take one: MED-121 or OST-141 (Required, Previous).

Course Descriptions

OST-286 Professional Development (3.00 cr.)
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. Classroom Hours (3.00).

OST-289 Administrative Office Mgt (3.00 cr.)
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164 (Required, Previous).

PBT-100 Phlebotomy Technology (6.00 cr.)
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. Classroom Hours (5.00), Lab/Shop Hours (2.00).
Requisite courses: Take PBT-101 (Required, Previous).

PBT-101 Phlebotomy Practicum (3.00 cr.)
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. Clinical Hours (9.00).
Requisite courses: Take PBT-100 (Required, Previous or concurrent).

PCI-264 Process Control with PLCs (4.00 cr.)
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Course Descriptions

PED-110 Fit and Well for Life (2.00 cr.)
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab/Shop Hours (2.00).

PED-117 Weight Training I (1.00 cr.)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-118 Weight Training II (1.00 cr.)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).
Requisite courses: Take PED-117 (Required, Previous).

PED-122 Yoga I (1.00 cr.)
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-123 Yoga II (1.00 cr.)
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).
Requisite courses: Take PED-122 (Required, Previous).

Course Descriptions

PED-128 Golf-Beginning (1.00 cr.)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-143 Volleyball-Beginning (1.00 cr.)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-145 Basketball-Beginning (1.00 cr.)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-147 Soccer (1.00 cr.)
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PHI-210 History of Philosophy (3.00 cr.)
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

PHI-215 Philosophical Issues (3.00 cr.)
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

Course Descriptions

PHI-240 Introduction to Ethics (3.00 cr.)
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

PHY-151 College Physics I (4.00 cr.)
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One: MAT-171 or MAT-271 (Required, Previous)

PHY-152 College Physics II (4.00 cr.)
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One: PHY-151 (Required, Previous)

PHY-251 General Physics I (4.00 cr.)
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses:
Take One: MAT-271 (Required, Previous); MAT-272 (Required, Previous or concurrent)

Course Descriptions

PHY-252 General Physics II (4.00 cr.)
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses:
Take One: MAT-272 and PHY-251 (Required, Previous)

POL-120 American Government (3.00 cr.)
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

POL-130 State & Local Government (3.00 cr.)
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

PSY-150 General Psychology (3.00 cr.)
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

PSY-237 Social Psychology (3.00 cr.)
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).
Requisite courses: Take One: PSY-150 or SOC-210

Course Descriptions

PSY-241 Developmental Psych (3.00 cr.)
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).
Requisite courses: Take PSY-150 (Required, Previous).

PSY-281 Abnormal Psychology (3.00 cr.)
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).
Requisite courses: Take PSY-150 (Required, Previous).

REC-115 Intro to Outdoor Rec (2.00 cr.)
This course introduces the history of natural resource agencies in the United States. Emphasis is placed on principles and problems involved in the use of our natural resources for recreational purposes and the role of outdoor recreation in local, state, and federal agencies. Upon completion, students should be able to summarize the historic development of natural resource agencies. Classroom Hours (2.00).

REC-126 Outdoor Recreation (2.00 cr.)
This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment. Classroom Hours (1.00), Lab/Shop Hours (2.00).

REC-222 Commercial Rec & Tourism (3.00 cr.)
This course covers job opportunities in the tourism industry. Emphasis is placed on the economic impact of tourism in communities and the job opportunities available through commercial activities. Upon completion, students should be able to describe the economic impact and commercial recreation endeavors within the state. Classroom Hours (3.00).

REL-110 World Religions (3.00 cr.)
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Course Descriptions

REL-111 Eastern Religions (3.00 cr.)
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-211 Intro to Old Testament (3.00 cr.)
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-212 Intro to New Testament (3.00 cr.)
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-221 Religion in America (3.00 cr.)
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

SAB-110 Substance Abuse Overview (3.00 cr.)
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. Classroom Hours (3.00).

SAB-210 Sub Abuse Counseling (3.00 cr.)
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Course Descriptions

SEC-110 Security Concepts (3.00 cr.)
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. Classroom Hours (2.00), Lab/Shop Hours (2.00).

SOC-210 Introduction to Sociology (3.00 cr.)
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-213 Sociology of the Family (3.00 cr.)
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-240 Social Psychology (3.00 cr.)
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SPA-111 Elementary Spanish I (3.00 cr.)
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Course Descriptions

SPA-112 Elementary Spanish II (3.00 cr.)
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take SPA-111 (Required, Previous).

SPA-120 Spanish for the Workplace (3.00 cr.)
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Classroom Hours (3.00).

SSM-110 Intro to Shooting Sports (4.00 cr.)
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain and demonstrate the rules, regulations and equipment used in various shooting sports currently in the United States. Classroom Hours (3.00), Lab/Shop Hours (3.00).

SSM-111 Gun Shop Management (3.00 cr.)
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter. Classroom Hours (3.00).

SSM-112 Sports Hunting (3.00 cr.)
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world. Classroom Hours (3.00).

SSM-114 Shooting Sports Mgmt (3.00 cr.)
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work. Classroom Hours (3.00), Lab/Shop Hours (6.00).

TXY-110 Bird Preparation (5.00 cr.)
This course introduces skills related to bird taxidermy. Topics include the proper assessment of damage, measuring and skinning of birds. Upon completion, students should be able to properly prepare a bird for mounting. Classroom Hours (2.00), Lab/Shop Hours (6.00).

Course Descriptions

TXY-112 Bird Quality Control & Mounting (5.00 cr.)
This course is designed to provide skills related to the control methods required for quality bird taxidermy. Topics include the precise measurement, assessment, and mounting of birds. Upon completion, students should be able to provide a realistic, quality bird mount. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-114 Bird Finishing (5.00 cr.)
This course is designed to provide skills related to the creation of bird mounts in an authentic natural setting. Topics include anatomy, feather alignment, balancing and alignment of mounts. Upon completion, students should be able to properly mount birds that depict realistic natural settings. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-121 Mammal Preparation (5.00 cr.)
This course introduces skills related to mammal taxidermy. Topics include the proper assessment of damage, measuring and skinning of mammals for mounting. Upon completion, students should be able to properly prepare mammals for mounting. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-122 Mammal Quality Control & Mounting (5.00 cr.)
This course is designed to cover skills related to the quality control required for realistic mammal taxidermy. Topics include the precise measurement, assessment, and mounting of mammals. Upon completion, students should be able to properly mount mammals in a quality manner. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-123 Mammal Finishing (5.00 cr.)
This course is designed to cover the advanced skills needed to prepare quality mammal mounts. Topics include anatomy, cape alignment, pose alignment utilized to finish mammal mounts. Upon completion, students should be able to properly mount mammals that depict realistic natural settings. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-131 Fish Preparation (5.00 cr.)
This course introduces skills related to fish taxidermy. Topics include the proper assessment of damage, measuring and skinning of fish. Upon completion, students should be able to properly prepare a fish for mounting. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-133 Fish Finishing (5.00 cr.)
This course is designed to provide skills related to the control methods required for quality, realistic fish taxidermy. Topics include anatomy, skin alignment, fin positioning and alignment of mounts to mimic natural poses. Upon completion, students should be able to properly mount fish that depict realistic natural settings. Classroom Hours (2.00), Lab/Shop Hours (6.00).

WBL-111 Work-Based Learning I (1.00 cr.)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Work Experience (10.00).

Course Descriptions

WBL-115 Work-Based Learning Seminar I (1.00 cr.)
This course description may be written by the individual colleges. Classroom Hours (1.00).
Requisite courses:
Take One: WBL-111, WBL-112, WBL-113 or WBL-114 (Required, Previous or concurrent).

WBL-121 Work-Based Learning II (1.00 cr.)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Work Experience (10.00).

WBL-125 Work-Based Learning Seminar II (1.00 cr.)
This course description may be written by the individual colleges. Classroom Hours (1.00).
Requisite courses:
Take One: WBL-121, WBL-122, WBL-123 or WBL-124 (Required, Previous or concurrent).

WLD-110 Cutting Processes (2.00 cr.)
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. Classroom Hours (1.00), Lab Hours (3.00)

WLD-112 Cutting Processes (2.00 cr.)
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. Classroom Hours (1.00), Lab Hours (3.00)

WLD-115 SMAW (Stick) Plate (5.00 cr.)
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Classroom Hours (2.00), Lab Hours (9.00)

WLD-121 GMAW (MIG) FCAW/Plate (5.00 cr.)
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. Classroom Hours (2.00), Lab Hours (6.00)

WLD-131 GTAW (TIG) Plate (4.00 cr.)
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. Classroom Hours (2.00), Lab Hours (6.00)

Course Descriptions

WLD-141 Symbols & Specifications (3.00 cr.)
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. Classroom Hours (2.00), Lab Hours (2.00)

WLD-151 Fabrication I (4.00 cr.)
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. Classroom Hours (2.00), Lab Hours (6.00)

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NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

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